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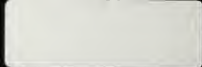
CIVIL SERVICE COMMISSION
of
**SAN FRANCISCO,
CALIFORNIA**

Civil Service and Related
Charter Provisions
and
Civil Service Classifications
of Duties and Positions

Publication No. 18

1934

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SAN FRANCISCO, CALIFORNIA

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Charter, Pages 47 to 161

Issued by the Civil Service Commission of
San Francisco, March 21, 1934

Harry K. Wolff, President;
William P. McCabe, Commissioner;
Howard M. McKinley, Commissioner.

Attest:

James J. Maher, Secretary.

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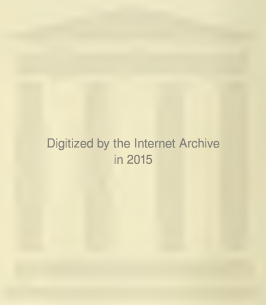
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Civil Service Charter Provisions

Civil Service Commission

Section 140. There is hereby established a civil service commission which is charged with the duty of providing qualified persons for appointment to the service of the city and county. All appointments in the public service shall be made for the good of the public service and solely upon merit and fitness, as established by appropriate tests, without regard to partisan, political, social or other considerations.

The civil service commission shall consist of three members, appointed by the mayor. The commissioners in office at the time of the adoption of this charter shall continue in office until the expiration of the terms for which they were appointed, and their successors shall be appointed for terms of six years beginning on the first day of July of each odd-numbered year. The persons so appointed shall, before taking office, make under oath and file in the office of the county clerk the following declaration: "I am opposed to appointments to the public service as a reward for political activity and will execute the office of civil service commissioner in the spirit of this declaration." A commissioner may be removed only upon charges preferred, in the same manner as in this charter provided for elective officers. Each of the commissioners shall receive a monthly salary of one hundred dollars (\$100.00).

The commissioners shall appoint a secretary, who shall be the executive officer of the commission.

Special meetings of the commission for the purpose of considering and adopting examination questions shall not be open to the public.

Powers and Duties

Section 141. The civil service commission shall be the employment and personnel department of the city and county and shall determine appointments on the basis of merit and fitness, as shown by appropriate tests. The commission shall classify, and from time to time may reclassify, in accordance with duties and responsibilities of the employment, and training and experience required, all places of employment in the departments and offices of the city and county not specifically exempted by this charter from the civil serv-

ice provisions thereof, or which may be created hereafter by general law and not specifically exempted from said civil service provision. The commission shall likewise classify all other positions or other places of employments in the city and county service specifically exempted from the civil service provisions of this charter, but which, by the provisions of section 151, thereof, are made subject to classification for salary standardization purposes on the basis of duties and responsibilities of the employment, and training and experience required. The civil service commission shall be the judge of such classification.

The commission shall also, in accordance with duties and responsibilities, allocate, and from time to time may reallocate, the positions to the various classes of the classification. The allocation or re-allocation of a position shall not adversely affect the civil service rights of an occupant regularly holding such position. No person shall hold a position outside of the classification to which he has been appointed, provided that every employee of any department or office shall discharge any of the duties pertaining to such department or office to which his chief may temporarily assign him.

The class titles and class numbers assigned to positions by the commission shall be used in all records, reports, statements and communications, including the compensation schedule, annual budget and salary ordinance, payrolls, and appropriation ordinances.

The commission shall adopt rules to carry out the civil service provisions of this charter and, except as otherwise provided in this charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment, or completion of work; the filling of positions, temporary, seasonal and permanent; classification; approval of payrolls; and such other matters as are not in conflict with this charter. The commission may, upon one week's notice, make changes in the rules, which changes shall thereupon be published, and be in force; provided that no such change in rules shall affect a case pending before the commission. The secretary may certify eligibles and payrolls and conduct examinations under the rules of the commission.

The commissioners shall have power to institute and prosecute legal proceedings for violations of any of the civil service provisions of this charter.

Positions

(As amended 1-12-33)

Section 142. All positions in all departments and offices of the city and county, including positions created by laws of the State of California, where the compensation is paid by the city and county, shall be included in the classified civil service of the city and county, and shall be filled from lists of eligibles prepared by the civil service commission, excepting (1) positions in which attorneys and physicians are employed in their professional capacity to perform only duties included in their professions, but exclusive of any administrative or executive position for which such professional status constitutes only part of the qualifications therefor; (2) inmate or institutional help, or part-time services, where the compensation including the value of any allowances in addition thereto is less than eighty dollars (\$80.00) per month; and (3) persons employed in positions outside the city and county upon construction work being performed by the city and county when such positions are exempted from said classified civil service by an order of the civil service commission; and (4) persons employed in positions in any department for expert professional temporary services, and when such positions are exempted from said classified civil service for a specified period of said temporary service, by order of the civil service commission; and (5) such positions as, by other provisions in this charter, are specifically exempted from, or where the appointment is designated as exclusive of, the civil service provisions of this charter.

The civil service rights, acquired by persons under the provisions of the charter superseded by this charter, shall continue under this charter.

Where existing positions that have heretofore been exempt from civil service examinations are now made subject to examination by this charter, the incumbents of such positions who have held such positions for a period of one year continuously next preceding the time that this charter shall go into effect, shall be continued in their positions as if appointed thereto after examination and certification from a list of eligibles and shall be governed thereafter by the provisions of this charter.

Any person holding a salaried office under the city and county, whether by election or appointment, who shall during his term of office, hold or retain any other salaried office under the government of the United States,

or of this State, or who shall hold any other salaried office connected with the government of the city and county, or who shall become a member of the legislature, shall be deemed to have thereby vacated the office held by him under the city and county.

Creation of Positions

Section 143. Positions in any department or office of the city and county may be created, as provided by this charter, by appropriation ordinance of the board of supervisors. Copy of each such ordinance creating or abolishing positions shall be filed, on the approval thereof, with the civil service commission by the clerk of the board of supervisors. Before the appointing officer shall make recommendation for the creation of any new or additional position in any department or office, he shall request and receive from the commission the proper designation and classification of such position based on the duties and responsibilities thereof, and if such position is included in the classified civil service, the commission may, in writing, express to the appointing officer its opinion as to whether or not such position is needed.

Immediate notice in writing shall be given to the civil service commission by the appointing officer of each department and office of the city and county of the creation or abolition of any position, or of any change in duties if the position is included in the classified civil service, or of any appointment, resignation, suspension, dismissal or other creation of vacancy therein, with the date of any such change. If said appointing officer is also empowered to establish compensation rates or make changes therein, he shall notify the commission of any such rate or change therein. The commission shall maintain a record of all such notifications.

The term "appointing officer" as used in this charter shall also include any board or commission in the exercise of its power to appoint a department head or other officer or employee designated by this charter as appointive by such board or commission.

Applications

Section 144. Any citizen having the qualifications prescribed by section 7 of this charter may submit himself for any examination under conditions established by the civil service commission. The commission shall advertise in the official paper the time, place and general scope of all examinations for entrance into the public service and may take further appropriate means to interest suitable

applicants. When examinations for promotion are to be held, the commission shall give notice thereof to all persons in positions entitling them under the civil service rules, to participate in such examination, by posting information thereof in the office of the commission for a period of ten days and notifying the departments concerned.

Qualifications and Tests

Section 145. All applicants for places in the classified service shall submit to tests, which shall be competitive and without charge to the applicants. The commission shall control all examinations and may employ suitable persons in or out of the public service to act as examiners. The tests may be written, oral, mechanical or physical, or any combination of them, practical in character and related to matters fairly to test the relative capacity of applicants for the positions to be filled. The commission shall be the sole judge of the adequacy of the tests to rate the capacity of the applicants to perform service for the city and county. The commission may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles. The commission shall prepare from the returns of the examiners the list of eligibles, arranged in order of relative excellence. No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.

Applicants for entrance positions in the uniformed forces of the fire and the police departments shall be not less than twenty-one years of age, nor more than thirty-five years of age at the time of appointment and shall have the physical qualifications required for enlistment in the United States Army, Navy and Marine Corps.

Applicants for positions in the mechanical trades and occupations may in the discretion of the commission, be rated solely on experience and physical qualifications which may be demonstrated by such evidence and in such manner as the commission may direct and such applicant may be permitted to such further tests as the commission may require. Examinations of laborers shall relate only to physical qualifications and experience, and laborers establishing their fitness shall rank upon the register in order of priority of application.

The commission may remove all names from the list of eligibles after they have remained thereon for more than two years and all names thereon shall be removed at the expiration of four years. The commission

may, however, provide in the scope-circular of any examination that the list of eligibles secured thereby shall automatically expire at a date not less than two or more than four years after the adoption of such list.

Veterans with thirty days or more actual service, and widows of such veterans, who become eligible for appointment by attaining the passing mark in any examination, shall be allowed an additional credit of 5 per cent in making up the list of eligibles secured by such examination. The term "veteran" as used in this section shall be taken to mean any person who has been mustered into, or served in, the Army, or enlisted in, or served in, the Navy or Marine Corps, of the United States, in time of war and received an honorable discharge or certificate of honorable active service. In the case of promotive examinations, when the passing mark has been attained, a credit of 3 per cent shall be allowed to veterans or to widows of such veterans. No more than one such entrance preference, or one such promotive preference may be allowed to any one person. The civil service commission may, for services or employment specified by the commission, allow general or individual preference, but not less than 10 per cent, for entrance appointment of veterans who have suffered permanent disability in line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment, and provided that such disability is of record in the United States Veterans Bureau.

Promotions

Section 146. Whenever it deems it to be practicable, the commission shall provide for promotion in the service on the basis of such examinations and tests as the commission may deem appropriate, and shall, in addition, give consideration to ascertained merit and records of city and county service of applicants. The commission shall announce in the examination scope circular the next lower rank or ranks from which the promotion may be made. All promotions in the police and fire departments, respectively, shall be made from the next lower rank on the basis of examinations and tests, seniority of service and meritorious public service being considered.

No Aid, Hindrance, Fraud or Collusion Permitted

Section 147. No person or officer shall, by himself or in cooperation with other persons,

defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of commission rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

Requisition, Certification and Appointment

Section 148. Whenever a position controlled by the civil service provisions of this charter is to be filled, the appointing officer shall make a requisition to the civil service commission for a person to fill it. Thereupon, the commission shall certify to the appointing officer the name and address of the person standing highest on the list of eligibles for such position. In case the position is promotive, the commission shall certify the name of the person standing highest on such list. In making such certification, sex shall be disregarded except when a statute, a rule of the commission or the appointing officer specifies sex.

From the requisition of the appointing officer or otherwise, the commission shall determine whether the position is, in character, temporary, seasonal or permanent, and shall notify the candidate in accordance therewith to the end that the candidate may have knowledge of the probable duration of employment. The commission shall provide for such waiver of temporary or seasonal employment as it may deem just to candidates.

Any appointment to a position declared permanent by the commission shall be on probation for a period of six months. At any time before the expiration of six months the appointing officer may terminate the appointment. The commission shall inquire into the circumstances and may declare such person dismissed, or may return the name to the list of eligibles for certification to another department. Immediately prior to the expiration of the six months' probationary period, the appointing officer shall report to the civil service commission as to the competence of the probationer for the position and, if

competent, shall recommend permanent appointment.

Emergency Appointments

(As amended 1-12-33)

Section 149. When no list of eligibles is available for a position in the class requisitioned by the appointing officer, the commission may certify for civil service temporary appointment an eligible from another list deemed by the commission to be suitable to temporarily provide the service desired; or may authorize the appointing officer to make a non-civil service emergency appointment thereto for a period not exceeding ninety days and only until a regular appointment under the provisions of this charter can be made. If a non-civil service emergency appointment is authorized, the Commission shall immediately hold an examination and establish an eligible list for such position. If its annual appropriation is insufficient to meet the cost of said examination, it shall report to the mayor the estimated cost thereof, and the mayor shall request and the supervisors shall make supplemental appropriation therefor in the manner provided herein for supplemental appropriations. No person shall be compensated under any non-civil service emergency appointment or appointments as authorized under the provisions of this paragraph for a period exceeding ninety days in any fiscal year, and no claim or warrant therefor shall be approved, allowed or paid for any compensation in excess of such ninety days.

Whenever the board of supervisors by a three-fourths vote of all its members shall declare that an unemployment emergency exists throughout the city and county because of extraordinary conditions due to unemployment, and shall fix the period during which such unemployment emergency shall be officially recognized, the civil service commission shall then have power to exempt from civil service examinations during such emergency period all places of employment that may be created by special appropriation to relieve such unemployment emergency; provided, that no action shall be taken under the provisions of this paragraph that will adversely affect the rights of civil service eligibles for employment in the usual temporary and permanent positions that are provided for in the Annual Salary Ordinance. The civil service commission shall adopt special rules for the government of appointments to the emergency positions that may be created under the authority of this paragraph.

Verification of Payrolls

Section 150. All personal services shall be paid by warrants on the basis of a claim, bill, timeroll or payroll approved by the head of the department or office employing such service. The claims, bills or payrolls, hereinafter designated as payrolls, for salaries, wages or compensation for personal services of all officers, assistants and employees, of every class or description, without regard to the name or title by which they are known, for each department or office of the city and county shall be transmitted to the civil service commission before presentation to the controller.

The secretary of the commission shall examine and approve such payroll for all persons legally appointed to or employed in positions legally established under this charter. The payrolls thus approved, with notation of any item thereof disapproved, shall be then certified by the secretary of the commission and transmitted by him to the controller. The controller shall not approve and the treasurer shall not pay any claim for personal services, or pay check or warrant for salary, wages or compensation unless the same shall have been approved by the said secretary.

For the purpose of the verification of claims, bills, timerolls, or payrolls, contractual services represented by teams or trucks hired by any department head or other officer of the city and county shall be considered in the same manner as personal service items and shall be included on payrolls as approved by said department heads or other officers, and shall be subject to examination and approval by the secretary of the civil service commission and the contraller in the same manner as payments for personal services.

The salary, wage or other compensation fixed for each officer and employee in, or as provided by this charter, shall be in full compensation for all services rendered, and every officer and employee shall pay all fees and other moneys received by him, in the course of his office or employment, into the city and county treasury except as provided in section 32 of this charter.

No officer or employee shall be paid for a greater time than that covered by his actual service.

Standardization of Compensations

Section 151. The board of supervisors shall have power and it shall be its duty to fix by ordinance from time to time, as in this section provided, all salaries, wages and com-

pensions of every kind and nature, except pension or retirement allowances, for the positions, or places of employment, of all officers and employees of all departments, offices, boards and commissions of the city and county in all cases where such compensations are paid by the city and county.

Compensations specified in this charter shall not be subject to the provisions of this section. Compensations of the teaching and other technical forces of the school department, librarians and technical assistants of the library department, employees of the California Palace of the Legion of Honor, the M. H. de Young Memorial Museum, Steinhart Aquarium, park and law library departments, construction employees engaged outside of the city and county, part-time employees, and inmate and institutional help receiving less than fifty dollars (\$50.00) per month, shall be fixed by the department head, in charge thereof, with the approval of the board or commission, if any, in charge of the department concerned and subject to the budget and appropriation provisions of this charter; provided that part-time employees shall be recorded as such by a department head, only with the approval of the civil service commission and, when so recorded, shall be noted as part-time on payrolls, budget estimates, salary ordinances and similar documents.

In fixing schedules of compensation, as in this section provided, the board of supervisors, through the civil service commission, shall cause a schedule of compensations to be proposed, based upon the classification as provided in section 141, under which like compensation shall be paid for like service, with due regard to the seniority of the personnel included in each class, and with regard also to other compensations in the city and county service not subject to salary standardization. Such compensations shall be not higher than prevailing rates for like service and working conditions in private employment or in other comparable governmental organizations in this state.

The board of supervisors may approve, amend or reject the schedule of compensations proposed by the civil service commission; provided that any proposed amendment by the board of supervisors shall, before adoption, be referred to the civil service commission for report as to what other changes, and the cost thereof such proposed amendment would require to maintain an equitable relationship with other rates in such schedule.

Where any compensation paid on January 1, 1931, is higher than the standard compensation fixed as provided in this section for such position or employment, said compensation shall be continued to the incumbent of such position as long as he legally holds said position, and department heads, in cooperation with the civil service commission where said commission has jurisdiction, shall continuously offer all possible opportunities to said incumbents to assume duties and responsibilities in higher classifications consistent with the higher rates of compensation hereby continued. New entrants to such positions shall be paid at the rate fixed for such duties, responsibilities, and positions by the schedule of compensations hereinbefore in this section referred to.

Pending the adoption of salary standards as provided in this section, no increases in compensation shall be allowed other than as authorized in section 71 of this charter.

Where compensations for services commonly paid on an hourly or a per diem basis are established on a weekly, semi-monthly or monthly salary basis for city and county services, such salary shall be based on the prevailing hourly or per diem rate, where this can be established, and the application thereto of the normal or average hours or days of actual working time, in the city and county service, including an allowance for annual vacation. Every person employed in the city and county service shall, after one year's service, be allowed a vacation with pay of two calendar weeks, annually, as long as he continues in his employment.

Service Records

Section 152. The civil service commission shall establish an inspection service for the purpose of investigating the conduct of and action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the commission in making its investigations and any person hindering the commission or its agents shall be subject to suspension.

Leaves of Absence

Section 153. Leaves of absence to officers and employees of the city and county shall be governed by rules established by the civil service commission, provided that leave of absence to any officer or employee for the purpose of leaving the city and county, taking a position outside of the city and county service, or accepting a position in some department or office of the city and county

other than the one in which he is employed and where the duties are in no way related to the duties covered by his civil service classification, shall be limited to six months; and provided, further, that no limit shall be placed on a leave of absence granted to enable an officer or employee to accept promotion to a non-civil service position in the same department in which he holds civil service status, or promotion to co-related work in another department or office of the city and county.

Leaves of absence shall be granted to officers, employees and persons on eligible lists for terms of service in the Army, the Navy or the Marine Corps, in time of war and for such time thereafter as may be provided by rule of the commission, but not to exceed two years after the proclamation of peace, except in case of disability incurred in line of duty, when such disability shall extend beyond such period. If a person on such leave has been appointed to a permanent position, he shall be entitled to resume such position at the expiration of his leave, and if any civil service rights accrue to any appointee by reason of seniority, the term of service shall be reckoned a part of his service under the city and county, exclusive of service under the retirement provisions of this charter. If persons on such leave have standing on an eligible list, they shall retain their places thereon, and upon presenting an honorable discharge from such wartime service shall be preferred for appointment in the order of standing upon such register at the time of enlistment and before candidates securing standing through an examination held subsequent to such enlistment.

The civil service commission, by rule and subject to the approval of the board of supervisors by ordinance, shall provide for leaves of absence due to illness or disability, which leave or leaves may be cumulative, if not used as authorized, provided that the accumulated unused period of sick leave shall not exceed six months, regardless of length of service, and provided further that violation or abuse of the provisions of said rule and ordinance by any officer or employee shall be deemed an act of insubordination and inattention to duties.

Suspension and Dismissal for Cause

Section 154. No person employed under the civil service provisions of this charter, exclusive of members of the police and fire department as provided under section 155, hereof, in a position defined by the commission as "permanent" shall be removed or

discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense. Pending such hearing, the appointing officer may suspend the person so accused; but such suspension shall not be valid for more than thirty days, unless hearing upon the charge shall be delayed beyond such time by the act of the accused person. When charges are made, the appointing officer shall, in writing, notify the person accused of the time and place when the charges will be heard, by mailing such statement to his last known address. The appointing officer shall publicly hear and determine the charges, and may exonerate, suspend or dismiss the accused. The civil service commission shall immediately be notified of the charges when made, of the hearing, and of the finding thereon. The finding of the appointing officer shall be final, unless within thirty days therefrom the dismissed employee appeals to the civil service commission. The appeal and all proceedings shall be in writing and shall briefly state the grounds therefor. The civil service commission shall examine into the case and may require the appointing officer to furnish a record of the hearing and may require in writing any additional evidence it deems material, and may, thereupon, make such decision as it deems just. The order or decision of the commission upon such appeal shall be final and shall forthwith be enforced by the appointing officer. If the civil service commission shall reverse or alter the finding of the appointing officer it may, in its discretion, order that the employee affected be paid salary from the time of his discharge or suspension.

The civil service commission may hear and determine any charge filed by a citizen or by the authorized agents of the commission when the appointing officer neglects or refuses to act. Removal or discharge may be made for any of the following causes: incompetence, habitual intemperance, immoral conduct, insubordination, discourteous treatment of the public, dishonesty, inattention to duties, or engaging in prohibited political activities.

Nothing in this section shall limit or restrict rules adopted by the commission governing lay-offs or reduction in force.

The appointing officer may, for disciplinary purposes, suspend a subordinate for a period not exceeding thirty days; and suspension shall carry with it the loss of salary for the period of suspension.

Fire and Police Disciplinary Procedure

Section 155. Members of the fire or the police department guilty of any offense or violation of the rules and regulations of their respective departments, shall be liable to be punished by reprimand, or by fine not exceeding one month's salary for any offense, or by suspension for not to exceed three months, or by dismissal, after trial and hearing by the commissioners of their respective departments.

Members of either department shall not be subject to dismissal, nor to punishment for any breach of duty or misconduct, except for cause, nor until after a fair and impartial trial before the commissioners of their respective departments, upon a verified complaint filed with such commission setting forth specifically the acts complained of, and after such reasonable notice to them as to time and place of hearings as such commission may, by rule, prescribe. The accused shall be entitled, upon hearing, to appear personally and by counsel; to have a public trial; and to secure and enforce, free of expense, the attendance of all witnesses necessary for his defense.

Transfer of Disabled

Section 156. When a civil service employee other than a member of the police and fire department, who has served not less than three years in his position has become incapable through age, accident or other disability of performing the duties of his position, the civil service commission may, with the consent of the appointing officer, transfer him to a position within his capacities, whether or not within the class for which he qualified for appointment; but such position shall be one having a lesser compensation than the one from which he may be transferred, and his compensation shall not thereafter be increased.

Prohibition of Political Activity

Section 157. Active participation in city and county politics, relative to the election or appointment of public officials, by civil service employees and eligibles of the city and county, is subversive of the best interests of the merit system, and, therefore, persons holding positions in the classified civil service or on eligible lists for such positions shall take no active part in such political campaigns, or in soliciting votes, or in levying, contributing or soliciting funds or support,

in each case for the purpose of favoring or hindering the appointment or election of candidates for city and county offices. Violation of the provisions of this section shall be deemed an act of insubordination and considered good cause for suspension or dismissal from position or removal from eligible list.

(For borough civil service provision, in the event of consolidation of San Mateo County, see sections 187 to 218, inclusive, of the charter.)

(For civil service procedure, in case the State shall convey control of San Francisco harbor to the city and county, see sections 47 and 48 of the charter.)

(For pensions and retirement, see sections 158 to 171, inclusive, of the charter.)

(For compensation insurance payments, see section 172 of the charter.)

Related Charter Provisions

Powers of the City and County

Section 2. * * * *

All ordinances or resolutions in force at the time this charter takes effect and not inconsistent therewith shall continue in force until amended or repealed. All public improvements or other proceedings legally authorized under the charter superseded by this charter shall be carried to completion under previously existing laws or under this charter. The powers or duties vested in city and county officers, boards or commissions by law or under the charter superseded by this charter shall be exercised, continued and carried out by their successors or by other city and county officers, boards or commissions, consistent with the provisions of this charter.

All functions of the city and county, and the powers and duties of officers and employees charged with the performance thereof, as these shall have been apportioned among departments and offices, and institutions, utilities, bureaus or other subdivisions thereof, as existing at the time this charter shall go into effect, shall continue to be the functions of such departments and offices and the powers and duties of officers and employees assigned thereto, except as in, or under authority of, this charter otherwise specifically provided. The legally authorized officers and employees of each of said departments and offices or subdivisions thereof shall continue as the officers and employees of said departments and offices or subdivisions thereof, subject to the conditions gov-

erning their respective appointments to such positions and except as in this charter otherwise provided; and where part of the functions and duties of any department or office are, by this charter, transferred or placed in any other department or office, the persons performing such functions and duties, shall be transferred therewith. The compensations legally authorized for the several officers and employees shall be continued subject to the other provisions of this charter. * * * *

City and County Officers

Section 4. The officers of the city and county shall be the officers elected by vote, of the people, members of the board of education, members of boards and commissions appointed by the mayor, members of the juvenile probation and adult probation boards or committees, members of the board of law library trustees, the superintendent of schools, the clerk of the municipal court, the secretary and jury commissioner of the superior court, the executive appointed by each board or commission as the chief executive officer under such board or commission, the controller, the chief administrative officer, the head of each department under the chief administrative officer and the coroner, public administrator, county clerk, tax and license collector, recorder, registrar of voters, horticultural commissioner, sealer of weights and measures, and such other officers as may hereafter be provided by law or so designated by ordinance.

Elective Officers and Terms

Section 5. The mayor, the members of the board of supervisors, an assessor, a district attorney, a city attorney, a sheriff, a treasurer, a public defender, and municipal court judges shall be elected by the voters of the city and county. At the general municipal election in 1931, and every fourth year thereafter, there shall be elected a mayor, six supervisors, a district attorney, a sheriff and an assessor and at the general municipal election in 1933, and every fourth year thereafter, there shall be elected five supervisors, a city attorney and a treasurer; and at the general election in 1934, and every fourth year thereafter, there shall be elected a public defender, in each case for the term of four years. At the general municipal election of 1931, twelve municipal court judges shall be elected, who shall, by lot, classify their terms as four for two years, four for four years, and four for six years, and at the general municipal election of 1933, and each second

year thereafter, there shall be elected four judges of the municipal court for terms of six years to fill terms about to expire. All terms of office of elective officials shall begin at twelve o'clock noon on the 8th day of January following the date of their election.

Any appointive officer or employee of the city and county who shall become a candidate for election by the people to any public office shall automatically forfeit such city and county office or position.

No person elected as mayor or supervisor shall be eligible, for a period of one year after his last day of said service as mayor or supervisor, for appointment to any full-time position carrying compensation in the city and county service.

Absence from State, and Vacancies

Section 6. No officer of the city and county, except members of the police department acting under orders of the chief thereof, shall absent himself from the state, except by permission of the mayor and the board of supervisors. Violation of this section shall be sufficient cause for removal of any officer violating the same.

An office becomes vacant when the incumbent thereof dies, resigns, is adjudged insane, convicted of a crime involving moral turpitude, or of an offense involving a violation of his official duties, or is removed from office, or ceases to be a resident of the city and county, or neglects to qualify within the time prescribed by law, or within twenty days after his election or appointment, or shall have been absent from the state without leave for more than sixty consecutive days.

Qualifications of Officers and Employees

(As amended 1-12-33)

Section 7. No person shall be a candidate for any elective office, nor shall be appointed as a member of any board or commission or as an officer of the city and county unless he shall have been a resident of the city and county for a period of at least five years and an elector thereof for at least one year immediately prior to the time of his taking office, unless otherwise specifically provided in this charter. All employees of the city and county shall be citizens and shall have been residents thereof, for at least one year prior to the appointment, unless otherwise specifically provided in this charter, and members of the fire and police departments shall be

citizens and shall have been residents of the city and county for at least five years next preceding appointment, and every elected officer, member of any board or commission and employee, including members of the fire and police departments, shall continue to be a resident of the city and county during incumbency of office or employment, and upon ceasing to be such resident, shall be removed from such office or employment; provided that where competent citizens who are residents of the city and county cannot be secured to fill positions outside of the city and county, then non-resident citizens may be appointed to fill such positions; and provided, also, that positions requiring expert or technical training may, on the recommendation of the department head and the mayor, and with the approval of the civil service commission and the board of supervisors, be exempted from the requirements of this section. A "resident" within the intent and purpose of this section, means one who actually lives within the city and county and maintains an abode therein, where such resident with his family, if any, customarily spends the night, provided, however, that residents outside the confines of the city and county for a period not to exceed three months in any calendar year, or absence of a resident from the city and county upon any bona fide journey, whether for business or pleasure and for whatever length of time, or absence of a resident while in the performance of any duties as an elected or appointed official or employee of the State of California or the Government of the United States, shall not be within the contemplation of this section; provided, however, that any officer or employee of the city and county may live outside the City and County of San Francisco upon the authorization of the director of health, filed in the office of the civil service commission, and granted on account of the ill health of said officer or employee or the ill health of a member of the immediate family of said officer or employee.

Bonds of Officers and Employees

Section 8. Unless otherwise provided in this charter, all officers, and such employees as may be specified by ordinance, on the recommendation of the chief administrative officer or the board or commission concerned, shall give bond in such amounts as may be required by ordinance, provided that the minimum amount of bond to be furnished by the controller be \$100,000; by the tax collector, \$100,000; by the county clerk, \$50,000; and by the public administrator, \$50,000. The

surety on such bonds shall always be such as is specified by and approved in the manner provided by ordinance. The supervisors may, by ordinance, provide for group bonding of officers and employees. The premiums on all official bonds shall be paid by the city and county.

Suspension and Removal

Section 11. Any elective municipal officer, including municipal court judges, and any member of the civil service commission or public utilities commission or school board may be suspended by the mayor and removed by the board of supervisors for official misconduct, and the mayor shall appoint a qualified person to discharge the duties of the office during the period of suspension. On such suspension, the mayor shall immediately notify the supervisors thereof in writing and the cause therefor, and shall present written charges against such suspended officer to the board of supervisors at or prior to its next regular meeting following such suspension, and shall immediately furnish copy of same to such officer, who shall have the right to appear with counsel before the board in his defense. Hearing by the supervisors shall be held not less than five days after the filing of written charges. If the charges are deemed to be sustained by not less than a three-fourths vote of all members of the board, the suspended officer shall be removed from office; if not so sustained, or if not acted on by the board of supervisors within thirty days after the filing of written charges, the suspended officer shall thereby be reinstated. The mayor must immediately suspend from office any elective official guilty of official misconduct or convicted of a crime involving moral turpitude, and failure of the mayor so to act shall constitute official misconduct on his part.

Any appointee of the mayor, exclusive of civil service and public utilities commissioners, and members of the school board, may, be removed by the mayor. Any nominee or appointee of the mayor whose appointment is subject to confirmation by the board of supervisors, except the chief administrative officer and the controller, as in this charter otherwise provided, may be removed by a majority of such board and with the concurrence of the mayor. In each case, written notice shall be given or transmitted to such appointee of such removal the date of effectiveness thereof, and the reasons therefor, a copy of which notice shall be printed at length in the journal of proceedings of the board of supervisors, together with such

reply in writing as such official may make. Any appointee of the mayor or the board of supervisors guilty of official misconduct or convicted of a crime involving moral turpitude must be removed by the mayor or the board of supervisors, as the case may be, and failure of the mayor or any supervisor to take such action shall constitute official misconduct on his or their part.

Powers and Duties of County Officers

Section 18. Each county officer shall have all the powers conferred and shall discharge all the duties imposed by general laws upon said officer of a county or a city and county in this state, and shall have such other powers and duties as in this charter specifically provided.

Powers and Duties of Boards and Commissions

Section 19. The board of supervisors and each board and commission appointed by the mayor, or otherwise provided by this charter, shall have powers and duties as follows:

(a) To prescribe reasonable rules and regulations not inconsistent with this charter for the conduct of its affairs, for the distribution and performance of its business, for the conduct and government of its officers and employees, and for the administration, custody and protection of property under its control and books, records and papers appertaining to its affairs. The board of supervisors, by ordinance, may provide that rules and regulations of any board or commission, or general orders of any department head issued by authority of any board or commission that are of general public concern shall be published or posted.

(b) To appoint one of its members as president to hold office for such term as each such board or commission by its rules or regulations, not inconsistent with this charter, may prescribe.

(c) To establish such standing or special committees as it shall deem necessary.

(d) To receive, on behalf of the city and county, gifts, devises and bequests for any purpose connected with or incidental to the department or affairs placed in its charge, and to administer, execute and perform the terms and conditions of trusts or any gift, devise or bequest which may be accepted by vote of the people or by the board of supervisors for the benefit of such department or purpose, and to act as trustees, under any such trust, when so authorized to do so by the board of supervisors. The title to all

real and personal property now owned or hereafter acquired by gift, devise, bequest or otherwise, by and for the purposes of any board or commission shall vest in the city and county.

(e) To require such periodic or special reports of departmental operations, costs and expenditures under its control as may be necessary and, exclusive of the board of supervisors, to submit an annual report to the mayor.

(f) To hold meetings at regular fixed dates and at regular meeting places, which dates or places shall not be changed except as in the manner provided by section 10 for the meeting times and places of the board of supervisors. All such meetings shall be open to the public.

(g) To hold special meetings for the purposes and in the manner provided by the board of supervisors by ordinance, provided that no matter may be considered at any special meeting unless specifically designated in the notice calling such special meeting.

(h) To appoint a secretary, a superintendent, or other executive to be the administrative head of the affairs under its control, who, unless otherwise specifically provided, shall not be subject to the civil service provisions of this charter, and shall hold office at its pleasure.

(i) To require a bond or other security from each such executive officer and from any employee in such form as the board of supervisors may authorize, and in such amount as the mayor, on the recommendation of the controller, may approve, the premiums on such bonds to be paid by the city and county.

A quorum for the transaction of official business shall consist of a majority of all the members of each board or commission, but a smaller number may adjourn from time to time and compel the attendance of absent members in the manner and subject to penalties to be provided by ordinance. A majority, two-thirds, three-fourths, or other vote specified by this charter for any board or commission shall mean a majority, two-thirds, three-fourths, or other vote of all the members of such board or commission. Each board or commission shall keep a record of the proceedings at each meeting and a copy thereof shall be forwarded promptly to the mayor.

Powers and Duties of Department Heads

Section 20. Each elective officer in charge of an administrative office, the chief execu-

tive appointed by each board or commission, the controller, the chief administrative officer, and each department head appointed by the chief administrative officer shall have the powers and duties of a department head, except as otherwise specifically provided in this charter.

Each appointive department head shall be immediately responsible to the chief administrative officer or the board or commission, as the case may be, for the administration of his department, and shall file an annual report and make such other reports, estimates and recommendations at the time and in the manner required by law, or as required by the chief administrative officer, board or commission.

He shall act as the "appointing officer" under the civil service provisions of this charter for the appointing, disciplining and removal of such officers, assistants and employees as may be authorized. On the written recommendation of the department head concerned and the approval of the chief administrative officer, board or commission to whom such department head is responsible, the head of any utility, institution, bureau or other subdivision of such department may be designated as the "appointing officer" for such utility, institution, bureau or other subdivision. Non-civil service appointments and any temporary appointments in any department or subdivision thereof, and all removals therefrom shall be made by the department head or bureau head designated as the appointing officer only with the approval of the chief administrative officer or the board or commission in charge, as the case may be.

He shall issue or authorize all requisitions for the purchase of materials, supplies and equipment required by such department, provided that, on the written approval of the chief administrative officer or the board or commission in charge of any department, the head of any utility, institution, bureau or other subdivision of a department may likewise be vested with such power. Each department head or the head of a utility, institution, bureau or other subdivision of each department shall be responsible for the proper checking of all materials, supplies and equipment ordered for its purposes, and for the approval or disapproval of bills for claims rendered for such materials, supplies or equipment.

The head of any department, through the chief administrative officer or the board or commission in charge thereof shall recommend to the board of supervisors such ordinances as may be required to carry out the

powers vested and the duties imposed, and to establish or readjust fees or charges for permits issued to or work performed for persons, firms or corporations when these are subject to his or its jurisdiction.

Each department head may suggest the creation of positions subject to the provisions of this charter, and may reduce the forces under his jurisdiction to conform to the needs of the work for which he is responsible, any other provision of this charter to the contrary notwithstanding.

The mayor, the chief administrative officer, or the board or commission concerned, on the recommendation of any department head, or on his or its own motion, may combine or may transfer and redistribute among departments or offices under his or its authority, respectively, any function or duty assigned to or continued by this charter in any department.

Power of Hearing, Inquiry and Subpoena

Section 21. The mayor, the board of supervisors, the chief administrative officer, the controller, or any board or commission appointed by the mayor relative solely to the affairs under its control, may require such periodic or special reports of departmental costs, operation and expenditures, examine the books, papers, records and accounts of, and inquire into matters affecting the conduct of any department or office of the city and county, and for that purpose may hold hearings, subpoena witnesses, administer oaths and compel the production of books, papers, testimony and other evidence. It shall be the duty of the chief of police to designate a police officer to serve subpoenas. Any person refusing to obey such subpoena and the other requirements hereof, or to produce such books, shall be deemed in contempt and subject to proceedings and penalties as provided by general law in such instances.

Non-interference in Administrative Affairs

Section 22. Except for the purpose of inquiry, the mayor and the board of supervisors shall deal with the administrative service for which the chief administrative officer is responsible, solely through such officer, and for administrative or other functions for which elective officials or boards or commissions are responsible, solely through the elective official, the board or commission or the chief executive officer of such board or commission concerned. Except for the pur-

pose of inquiry, each board or commission, in its conduct of administrative affairs under its control, shall deal with such matters solely through its chief executive officer.

Neither the board of supervisors, nor its committees, nor any of its members shall dictate, suggest or interfere with appointments, promotions, compensations, disciplinary actions, contracts, requisitions for purchases or other administrative recommendations or actions of the chief administrative officer, or of department heads under the chief administrative officer or under the respective boards and commissions. The board of supervisors, and each board or commission relative to the affairs of its own department, shall deal with administrative matters only in the manner provided by this charter, and any dictation, suggestion or interference herein prohibited on the part of any supervisor or member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the power of hearing and inquiry as provided in this charter.

Administrative Code

Section 23. The powers and duties of the departments and offices which by this charter are established or continued as departments or offices under elective officers, boards or commissions or the chief administrative officer, as such powers and duties exist at the time this charter shall go into effect, shall be continued as powers and duties of each such department or office, except as otherwise provided in this charter.

The board of supervisors may enact and provide for the publication in printed form of an administrative code, which shall specify or detail the powers, duties, methods and procedure in the several departments and offices.

Assistants and Employees in Elective Offices

Section 34. The elective officers of the city and county may appoint such assistants and employees as are authorized by the supervisors upon the recommendation of the mayor, in the annual budget and annual or supplemental appropriation ordinances, and may discipline and remove the same, subject to the civil service provisions of this charter except as otherwise specifically exempted by the provisions of this charter. Each assistant attorney in the offices of the city attorney, the district attorney and the public defender must, at the time of his appointment, be qualified to practice in all courts of the

state and must have been so qualified for at least two years next preceding his appointment. The salaries, wages and compensations of every kind and nature, except pensions and retirement allowances, for assistants and employees in such elective offices, shall be fixed as provided by the salary standardization provisions of this charter.

Recreation Department

Section 42. * * *

All positions in the recreation department, except that of superintendent and those in part time service, are hereby made subject to the civil service provisions of this charter, and all incumbents in such positions at the time this charter shall go into effect who have held such positions continuously for one year prior thereto are hereby declared appointed under civil service, and entitled to all rights and benefits thereof.

Probation Boards

Section 58. The adult probation committee and the juvenile probation board or committee shall continue to exercise their respective powers and duties as fixed by state laws, except as in this charter otherwise provided.

The superior court judges of the city and county presiding in the department or departments for the hearing and disposition of criminal cases and proceedings shall, by order entered in the minutes of the court in the criminal department or departments thereof, appoint the adult probation officer.

The judge of the superior court of the city and county who has been, or who hereafter may be, designated the judge of the juvenile court, shall, by order entered in the minutes of the court, appoint the probation officer of the juvenile court.

The adult probation officer shall appoint such assistants, deputies and employees as may be allowed or provided by the board of supervisors, subject to confirmation by the adult probation board or committee created by state law.

The probation officer of the juvenile court shall appoint such assistants, deputies and employees as may be allowed or provided by the board of supervisors, subject to confirmation by the juvenile probation board or committee created by state law.

The salaries of the adult probation officer, the probation officer of the juvenile court, their assistants, deputies and employees shall be fixed by the board of supervisors in the same manner as for other officials and employees of the city and county.

The adult probation officer, the probation officer of the juvenile court and their assistants and deputies shall have the powers conferred upon adult probation officers, probation officers of the juvenile court, their assistants and deputies, by the laws of the State of California; and they shall perform all of the duties prescribed by such laws, and such additional duties as may be prescribed by ordinances of the board of supervisors.

The civil service provisions of this charter shall apply to and govern the assistants, deputies and employees of the adult probation officer and the probation officer of the juvenile court. For purposes of this charter the adult probation officer shall be the appointing officer as to his assistants, deputies and employees, subject to confirmation as aforesaid; and the said probation officer of the juvenile court shall be the appointing officer as to his assistants, deputies, and employees, subject to confirmation as aforesaid.

Any person who has served as an assistant, deputy or employee of such adult probation officer or probation officer of the juvenile court, or in the probation department of the city and county for a continuous period of one year immediately prior to the time this charter shall go into effect, and who shall be actually serving as such assistant, deputy, or employee at that time, is hereby declared to be appointed within the civil service provisions of this charter to the office or position in which he may then be serving; and shall be entitled to all the benefits of this charter thereafter.

The pension and retirement provisions of this charter shall apply to and govern the adult probation officer, the probation officer of the juvenile court, their assistants, deputies and employees.

“Blanketing-in” Under Civil Service Certain Elective Officers and Cer- tain Department Heads Whose Po- sitions Were Heretofore Exempt- ed From Civil Service

Section 62. Offices heretofore elective which are, by the provisions of this charter, made appointive, shall come within the civil service provisions of this charter and any incumbent in any such office at the time this charter shall be ratified by the state legislature shall, if he has held such office for one year continuously prior thereto, be deemed appointed to such position, at his then existing salary, under the civil service provisions

of this charter, and thereafter shall hold office under such provisions; provided that such salaries so continued shall apply only to such incumbents as long as they legally hold such positions and, on the appointment of a successor to any such incumbent, the salary of such position shall be subject to the salary standardization provisions of this charter and shall not in any case exceed six thousand dollars (\$6,000.00) per annum.

Other positions as heads of departments, bureaus, offices or institutions which have heretofore been exempt from charter civil service provisions, are hereby declared to be subject to the civil service provisions of this charter unless specifically exempted, and any incumbent in any such position at the time this charter shall be ratified by the state legislature shall, if he has held office for one year continuously prior thereto, be deemed appointed to such position under the civil service provisions of this charter and thereafter shall hold office under such provisions.

Salary Deductions

Section 70.1. Whenever, in the judgment of the mayor and the board of supervisors, extraordinary economic conditions actually exist due to unemployment, fire, earthquake, flood or other calamity, which adversely affect the life, health and welfare of the citizens of the city and county or of any considerable portion thereof, the board of supervisors, by a three-fourths vote of all of its members, with the concurrence of the mayor, shall have power as follows, to-wit:

Sub. 1. To officially declare that a public emergency exists, and to fix the approximate anticipated time during which said emergency shall continue, provided that no such emergency shall be anticipated to continue beyond the end of the fiscal year during which the same is declared, unless such emergency be declared subsequent to the first day of January of said year, in which event the said emergency may be anticipated to continue until the end of the next successful fiscal year.

Sub. 2. To provide that while said emergency as declared shall continue to exist there shall be deducted from the gross salaries and compensations, exclusive of pension and retirement allowances, of each officer and employee of the City and County of San Francisco, including officers and employees of the board of education, not more than the respective amounts hereinafter set forth. Said deductions shall be made on the basis of the salary and compensation rate of said several officers and employees which were in effect

during the calendar month immediately preceding the month during which said emergency was declared and not reduced by this section.

If said salary and compensation deductions are not reflected in the annual budget and appropriation ordinances, as set forth in subdivision 3 of this section, the amount of said deductions shall be used for the purpose of meeting or alleviating the emergency which has been declared, or to balance any deficiency existing in the general funds of the city arising by reason of the delinquency in the payment of taxes or other revenue as compared with the anticipated revenues over the same period. Provided that where salaries or compensations are paid out of bond funds, utility funds, or other trust funds, which are not provided from the revenues of the city, all deductions made shall revert to the respective funds from which said salaries or compensations are paid.

The maximum deductions from the salary or compensation of each officer or employee heretofore referred to shall be as follows, to-wit:

(a) From the salaries or compensation of officers or employees whose gross earnings exceed \$100 per month and do not exceed \$120 per month, three (3) per cent of the amount of the gross monthly earnings of each of said officers or employees.

(b) From the salaries or compensations of officers or employees whose gross earnings exceed the sum of \$120 per month and do not exceed the sum of \$150 per month, seven (7) per cent of the gross monthly earnings of each of said officers or employees.

(c) From the salaries or compensations of officers or employees whose gross earnings exceed the sum of \$150 per month, and do not exceed the sum of \$185 per month, ten (10) per cent of the gross monthly earnings of each of said officers or employees.

(d) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$185 per month, and do not exceed the sum of \$275 per month, twelve and one-half (12½) per cent of the gross monthly earnings of each of said officers or employees.

(e) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$275 per month, and do not exceed the sum of \$600 per month, fifteen (15) per cent of the gross monthly earnings of said officers or employees.

(f) From the salaries or compensations of all officers or employees whose gross earnings

exceed the sum of \$600 per month and do not exceed the sum of \$834 per month, eighteen (18) per cent of the gross monthly earnings of each of said officers or employees.

(g) From the salaries or compensations of all officers or employees whose gross earnings exceed the sum of \$834 per month, twenty (20) per cent of the gross monthly earnings of each of said officers or employees.

(h) Provided, however, that no more than five and one-half (5½) per cent of the gross monthly earnings of per diem employees whose compensations are fixed on the basis of a five-day week shall be deducted from the salaries or earnings of any such employee.

Said deductions shall be made from said earnings or compensations in monthly or semi-monthly installments according to the time at which said salaries or compensations are paid, provided that where the earnings of any officer or employee are on an hourly or per diem basis deductions based on his total earnings for the month shall be deducted from the installment of said earnings, paid for the last half of the month.

Sub. 3. Should any such emergency declared as herein provided be anticipated to continue into the next fiscal year following the one during which said emergency has been declared, the heads of all departments, the controller and the mayor, in preparing or submitting their respective annual budget estimates, shall base and estimate the net salaries and compensations to be paid to the officers and employees of their respective departments, or, in the case of the mayor and the controller, to be paid to the officers and employees of all departments, at amounts not to exceed the said salaries and compensations as reduced by the above-mentioned percentages on the above-mentioned salary and compensation rates, and the annual appropriation and salary ordinance shall fix said net salaries and compensations accordingly. When any emergency is declared after the annual budget is prepared or adopted, or after the annual appropriation or salary ordinances are enacted, and before the annual tax rate is fixed as provided by law, said budget and said appropriation and salary ordinances may be revised or reenacted, so that the deductions herein authorized to be made may be reflected in the amount of the tax levy.

Sub. 4. All of such deductions, whether made after the passing of the annual budget appropriation and salary ordinance or included therein, shall be deemed as temporary deductions from the salaries and compensations of said officers and employees, and shall be continued only during the anticipated

period for which said emergency has been declared.

Sub. 5. In making the deductions herein provided for, the value of board, room and laundry or other maintenance furnished by the city and county to any officer or employee, when the same is made a part of his compensation by the civil service commission, shall be added to the monetary salary or compensation paid to said employee, and the amount of deductions from said salary or compensation shall be based on said monetary salary plus the value of said board, room and laundry or other maintenance, provided that no deduction shall be made for quarters furnished to any officer or member of the fire department.

Sub. 6. During the period that any emergency shall exist after being so determined as hereinbefore provided, the controller, with the approval of the mayor and the board of supervisors, may reallocate any unencumbered balance, or any part thereof, to the credit of any department or office exclusive of moneys or appropriations made or required to be made to any bond, bond interest, bond redemption, pension, utility, or trust fund, so that the same shall be available to meet the necessities of said emergency, irrespective as to whether the amount allocated to said department or office is fixed by this charter or is the result of a tax provided by said charter to be levied for said department. Should the period during which said emergency is anticipated to exist extend beyond the end of the fiscal year in which the same was declared to exist, the mayor, with the approval of the board of supervisors, may reduce the amount of any mandatory appropriation provided to be allocated to any office or department, or may reduce the amount of any tax provided by the charter to be levied for the support or maintenance of any department or office. Provided that no such deduction in appropriation, provided by this charter to be made to any department, or in the reallocation of funds, or reduction in the amount of said tax otherwise provided to be levied to produce funds for any department, shall be greater than is necessary to reflect the deductions in salaries provided in this section to be made by reason of said emergency.

The provisions of this section shall have precedence over conflicting provisions of this charter, but nothing herein contained shall adversely affect the rights of the officials and employees as set forth in section 71 of the charter, during the period when no public emergency exists. Contributions by the city and county and by members of the San

Francisco City and County Employees' Retirement System to, and benefits, pension payments and allowances under said Retirement System, shall be calculated on the basis of gross salaries and compensations of such members in the same manner and amounts as if no deductions from said gross salaries and compensations were made under this section.

Within ten days after this amendment becoming effective, the board of supervisors and the mayor shall officially declare, by resolution, that a public emergency exists in San Francisco within the meaning of this section; and that it is anticipated that said emergency will continue until the end of the fiscal year 1933-1934, and the deductions from salaries and compensations at the maximum rates herein provided shall be effective until the end of said fiscal year.

Should any emergency be declared pursuant to the provisions of this section, which will be effective after the end of the fiscal year 1933-1934, which, in the judgment of the board of supervisors, will necessitate deductions from the salaries of the officers and employees of the city and county, over and above the amounts herein provided for, the board of supervisors, by unanimous vote of all of its members, and with the approval of the mayor, may authorize a further deduction from the salaries and compensations of any of said officers and employees by increasing the maximum deductions in this section provided for, up to and including an amount not to exceed twenty-five (25) per cent of said respective salaries or compensations as the same existed before any deduction by authority of this section.

Personal Service Estimates

Section 71. All increases in salaries or wages of officers and employees shall be determined at the time of the preparation of the annual budget estimates and the adoption of the annual budget and appropriation ordinances, and no such increase shall be effective prior to the fiscal year for which the budget is adopted. Salary and wage rates for classes of employments subject to salary standardization, as in this charter provided, shall be fixed in the manner provided in this charter. Salary and wage rates for classes of employment not subject to salary standardization, exclusive of compensations fixed by this charter, shall be recommended by the officer, board or commission having appointive power for such employments, and fixed by the budget and the annual salary ordinance. Pending the adoption of salary standards as in this charter provided, the

salary and wage rates for positions subject to such standardization shall be as recommended by the officer, board or commission having appointing power for such positions and fixed by the budget and annual salary ordinance; provided that any compensation paid as of January 1, 1931, to an incumbent who legally held a position in the city and county service at that time, shall not be reduced so long as such incumbent legally holds such position. No compensation shall be increased so as to exceed the salary or wage paid for similar services and of like character and for like service and working conditions in other city departments or in private employments, nor so as to exceed the rate fixed for such service or position in the proposed schedule of compensations issued by the civil service commission under date of April 9, 1930, except as such proposed schedule or compensation is amended as provided in this charter, or extended by the civil service commission to include classifications not included therein.

Annual Salary Ordinance

Section 73. The number and rates of compensation for all positions continued or created by the supervisors in adopting each annual budget, and each annual or supplemental appropriation ordinance, shall be established and enumerated in an ordinance continuing and creating positions in city and county departments and offices, and providing the rates of compensation therefor, which ordinance shall be passed or amended at the same time as the annual or supplemental appropriation ordinance is passed. Such ordinance shall be subdivided for each department or office and each organization subdivision thereof. The number of positions enumerated therein shall be segregated by classes according to the civil service classification of employments, and the positions in any department or office under any such class shall not be listed individually or subdivided, except where necessary to show varying rates of pay for employments included in any such class. Rates of compensation enumerated shall be those established by salary standardization schedules, and shall not be listed for individuals or individual positions, except where the compensation of incumbents is higher than the rate fixed by salary standardization, which compensations shall not be reduced so long as the incumbents legally hold such positions. Any increase in the number of positions allowed for any department or office, and seniority or other compensation increases authorized

as provided elsewhere in this charter for officers or employees, may be covered by amendment of the appropriate section of the ordinance herein referred to, provided that any such amendment shall include the entire section of such ordinance relating to the department or office in which the increase in number of positions or compensations shall occur. The said ordinance shall constitute the legal basis for check by the civil service commission or the controller as to the legality of the creation of any position in the city and county service and the rate of compensation fixed therefor.

Tax Levy

Section 78. On or before the 15th day of September of each year, the board of supervisors by ordinance shall levy a tax, the estimated proceeds of which, together with the total amount of receipts and revenues estimated to be received from all sources, will be sufficient to meet all appropriations made by the annual appropriation ordinance.

* * * *

The tax levy shall not exceed the rate of one dollar and sixty-five cents (\$1.65) on each one hundred dollars (\$100.00) valuation of the property assessed in and subject to taxation by the city and county exclusive of the following items: * * * (3) the cost of * * *, (b) civil service, which tax shall not be less than one-half cent on each one hundred dollars, (c) * * *.

Expenditures and Payment of Claims

Section 85. * * * *

All salaries and wages shall be payable semi-monthly. No salary or wage shall be paid in advance. It shall be official misconduct for any officer or employee to present or approve a claim for full-time or continuous personal service other than in the manner provided by this charter. * * *

Employments (Public Utilities)

Section 125. All employees engaged in public utility work at the time this charter shall go into effect, and who have been permanently appointed to their respective positions in conformity with the civil service provisions of this charter, shall become employees of the public utilities commission under the classification held by each such employee at such time. All persons employed in the operating service of any public utility hereafter acquired by the city and county at the time the same is taken over by the city and county, and who shall have been so employed for at least one year prior to the date of such acquisition,

shall be continued in their respective positions and shall be deemed appointed to such positions, under, and entitled to all the benefits of, the civil service provisions of this charter; provided, however, that no person who is not a citizen of the United States shall be so continued in or appointed to his position. All persons residing outside the city and county claiming the benefit of this provision and who are not engaged on such utility work outside of the limits of the city and county shall be allowed a reasonable time, not exceeding one year, to become residents of the city and county.

Persons employed as platform men or bus operators in the operating department of the municipal railway system shall be subject to the following conditions of employment: The basic hours of labor shall be eight hours, to be completed within ten consecutive hours; there shall be one day of rest in each week of seven days; all labor performed in excess of eight hours in any one day, or six days in any one week, shall be paid for at the rate of time and one-half.

Positions and employments in the municipal airport, which airport by this charter is placed under the jurisdiction of the public utilities commission, shall be continued and the employees thereof shall, subject to the approval of the commission, be appointed by and hold office at the pleasure of the manager of utilities.

Powers and Duties of Board of Education

Section 135. * * * Non-teaching and non-technical positions, and positions not required by law to be filled by a person holding a teaching or other certificate as required by law, shall be employed under the civil service provisions of this charter and the compensations of such persons shall be fixed in accordance with the salary standardization provisions of this charter * * *.

Office Hours

Section 220. Except where otherwise provided by law, all public offices shall be open for business every day, except legal holidays, from eight-thirty o'clock A. M. until five o'clock P. M. The supervisors by ordinance may provide that any office shall be kept open for a longer time, when necessary for the accommodation of the public.

Civil Service Exemptions

Section 221. References throughout this charter to the exclusion or the exemption

from the civil service provisions of this charter shall be construed to mean, exclusive of those civil service provisions that relate to examination, appointment and removal.

Prohibited Practices of Officers and Employees

Section 222. No member of any board or commission shall accept any employment relating to the business or the affairs of any person, firm or corporation which are subject to regulation by the board or commission of which he is a member. No supervisor and no officer or employee of the city and county, shall be or become, directly or indirectly, interested in, or in the performance of, any contract work, or business, or in the sale of any article, the expense, price or consideration of which is payable from the treasury; or in the purchase or lease of any real estate or other property belonging to, or taken by, the city and county, or which shall be sold for taxes and assessments, or by virtue of legal process at the suit of the city and county; nor shall any person in this section designated during the time for which he was elected or appointed, acquire an interest in any contract with, or work done for, the city and county, or any department or officer thereof, or in any franchise, right or privilege granted by the city and county, unless the same shall be devolved upon him by law; nor shall any person mentioned in this section give or promise any money or other valuable thing, or any portion of his compensation, in consideration of his nomination, appointment, or election to any city and county office or employment; or accept any donation or gratuity in money or other valuable thing, either directly or indirectly, from any subordinante or employee, or from any candidate or applicant for a position as employee or subordinate under him. Violation of any of the provisions of this section shall constitute official misconduct.

Penalty for Official Misconduct

Section 223. Any person found guilty of official misconduct shall forfeit his office, and shall be forever after debarred and disqualified from being elected, appointed or employed in the service of the city and county.

Publication

Section 224. Whenever advertising or publication is required by the provisions of this charter, it shall mean one publication in the official newspaper of the city and county, unless a greater number of publications is

specifically required; provided that notices inviting bids shall be published for a least three consecutive days, except as provided in section 95 of this charter.

Positions Exempted By Charter from Civil Service Examination

Charter

Section

- 12 Supervisors—Clerk of the Board of Supervisors, Item (h), Sec. 19.
- 19 item (h) Boards and Commissions—"To appoint a secretary, a superintendent, or other executive to be the administrative head of the affairs under its control, who, unless otherwise specifically provided, shall not be subject to the civil service provisions of this charter, and shall hold office at its pleasure."
- 25 Mayor—One executive secretary, one confidential secretary, and one stenographer.
- 26 City Attorney—All assistants and employees.
- 28 Assessor—One chief assistant or deputy, and one confidential secretary.
- 29 District Attorney—All assistants and employees.
- 31 Treasurer—One chief assistant.
- 32 Sheriff—An attorney, one under-sheriff, and one confidential secretary.
- 33 Public Defender—All assistants and employees.
- 35 Police Commission—A chief of police, one secretary, and one police surgeon.
- 36 Fire Commission—A chief engineer, a secretary and a department physician.
- 39 Board of Permit Appeals—Secretary under Item (h), Section 19 of the charter.
- 40 Park Commission—All assistants and employees.
- 42 Recreation—Superintendent and part-time positions at less than \$80 a month.
- 43 Library—All assistants and employees.
- 44 War Memorial—A secretary and a managing director.
- 45 Art Commission—Secretary, under Item (h), Section 19 of the charter.
- 50 California Palace of the Legion of Honor—All assistants and employees.
- 51 M. H. de Young Memorial Museum—All assistants and employees.
- 52 Steinhart Aquarium—All assistants and employees.
- 55 Municipal Court—The clerk of the court.
- 56 Superior Court—Secretary-jury commissioner, and all his assistants and employees.
- 57 Law Library—All assistants and employees.

Charter
Section

- 58 Probation Boards—The Chief adult probation officer and the chief juvenile probation officer.
- 59 Chief Administrative Officer—
- 61 Director of Finance and Records—Attorneys appointed by the public administrator; purchaser of supplies; director of public works; director of public health.
- 63 Controller—
- 106 City Engineer—
- 116 City Planning Commission—City planning engineer.
- 124 Public Utilities Commission—Manager of utilities; secretary and heads of departments and bureaus, Item (h), Sec. 19.
- 125 Airport—All employees.
- 135 Board of Education—All positions except non-teaching and non-technical positions, and positions not required by law to be filled by a person holding a teaching or other certificate. Secretary, Item (h), Sec. 19.
- 136 Superintendent—
- 140 Civil Service Commission—Secretary, under Item (h) of Section 19 of the charter.
- 142 Various Departments—(1) Positions in which attorneys and physicians are employed in their professional capacity to perform only duties included in their professions, but exclusive of any administrative or executive position for which such professional status constitutes only part of the qualifications therefor; (2) inmate or institutional help, or part-time services, where the compensation including the value of any allowances in addition thereto is less than eighty dollars (\$80.00) per month; (3) persons employed in positions outside the city and county upon construction work being performed by the city and county when such positions are exempted from said classified civil service by an order of the Civil Service Commission; and (4) persons employed in positions in any department for expert professional temporary services, and when such positions are exempted from said classified civil service for a specified period of said temporary service, by order of the Civil Service Commission; and (5) such positions as, by other provisions in this charter, are specifically exempted from, or where the appointment is designated as exclusive of, the civil service provisions of the charter.
- 159 Pensions and Retirement—Secretary-actuary, under Item (h) of Section 19 of the charter.

Civil Service Classifications of Duties and Positions Required by Section 141 of the Charter

RESOLUTION ADOPTED

MARCH 21, 1934

RESOLVED, That the following Classifications of Duties and Positions required under the provisions of Section 141 of the Charter are hereby adopted; provided that the Classifications of Duties and Positions as made, or as amended, by the Civil Service Commission on November 17, 1930, or as made, or as amended, by said Commission subsequent to said November 17, 1930, and in effect next preceding the time of the adoption of these resolutions, are hereby vacated and superseded by these following Classifications of Duties and Positions; and, provided, that these Classifications of Duties and Positions as herein adopted are subject to the following explanations and stipulations:

1. All Classes indicated by an asterisk in parentheses (*), next preceding the Class number, are exempt from examination requirements, but are included in the Classification for future salary purposes. All other classes are subject to examination requirements, but in some of such other classes there may be a few positions exempt from examination requirements because of the location of the positions; for example, there are positions of General Clerk-Stenographers in the offices of the City Attorney and the District Attorney and these are exempt from examination requirements because all positions in said departments are exempt from examination requirements.
2. Divisions H and Q (Police and Fire), indicated by the letter "a" in parentheses (a), next preceding the Division numbers, are exempt from salary classification but are subject to examination requirements.
3. Whenever it becomes necessary or advisable to hold departmental promotive examinations for duties that, for purposes of salary standardization, are embraced in one class, separate departmental classes shall be adopted for such purpose, and each such departmental class established shall show the class number and

the class title of the main, or salary, classification and, in order to differentiate these departmental classes one from another, a small letter (lower case) of the alphabet shall follow the main class number and the departmental name shall follow the main title; for example, a main or salary class number and class title would read "C106 Sub-Foreman Janitor \$160.00-\$170.00," while a departmental class for the school department built therefrom for departmental promotive purposes would read "C106a Sub-Foreman Janitor, School Department": provided that the duties of such departmental classes shall continue to be of the same general type as are indicated by the main or salary classifications; and provided further that persons may secure eligibility for promotive appointments in these departmental classes only through promotive examinations, and then only under the rules of the Civil Service Commission and in the departmental classes for which they qualify, but this proviso shall not abridge any rights now held under the status allocation resolution adopted by the Civil Service Commission November 8, 1933.

4. The compensation schedules shown, and any references and explanations relating thereto, are only the recommendations made to the Board of Supervisors by the Civil Service Commission on April 9, 1930, or as "extended by the Civil Service Commission to include classifications not included therein" as authorized by Section 71 of the Charter, and such extensions are indicated by the letter "x" in parentheses (x) set opposite the salary range. These salary recommendations are still pending and are now indicated in this classification only for the purpose of partially preserving the proposed form of the classification until salaries are fixed by the Board of Supervisors.

Explanation of salary symbols: § derived rate (see report); ‡ salary of April, 1930, to be paid pending further investigation as to duties and part-time service; ¶ comparable data conflicting—rate of April, 1930, indicated until further study of conditions is made. Salary ranges are in dollars per month unless otherwise indicated; "d" means per diem; "h" means per hour. The salary or wage for each class of positions, is indicated on the right opposite each class title. Deductions from rates shown, to be made for board, room,

etc. The full details of the salary plan recommended by the Civil Service Commission may be seen in the printed report made by the Commission to the Board of Supervisors under date of April 9, 1930.

Division A

BUILDING TRADES SERVICE

This Division includes duties requiring journeyman skill or experience (where such classification exists in general practice) in building and allied trades, supervision or inspection of such duties, and duties of assistants which require previous experience in the trades. It does not include duties requiring professional engineering qualifications.

See also Electrical Trades, Metal Trades, Miscellaneous Trades, and Water Service Divisions.

A 1-50—Administrative Subdivision

This Subdivision covers duties involving the planning and direction of building repair operations and the supervision of various crafts assigned to such work but does not include foremen of single crafts.

A 6. Supervisor of Maintenance and Repair of School Buildings— 275-350

In charge of school building maintenance, including general supervision of school custodians and heating plant engineers; also responsible for inspecting physical conditions of buildings, estimating costs, and recommending repairs.

A 8. Assistant Superintendent of Maintenance and Repair of Public Buildings— 275-350

Under direction of the Superintendent of Maintenance and Repair of Public Buildings, assists in supervising the repair of public buildings, which duty involves the requisitioning of materials and assignment of men.

A 10. Superintendent of Maintenance and Repair of Public Buildings— 325-425

In charge of the maintenance of all public building except school buildings and the repair of all public buildings.

A 51-100—Bricklaying Subdivision

A 52. Bricklayer's Hodcarrier— ¶9d

Mixes mortar, carries brick, mortar, and other materials, and generally assists a bricklayer.

proper levelling and finishing of cement work.

A 204. Cement Finisher— 9d

Surfaces and finishes all classes of cement work, such as floors, steps, sidewalks, curbs, gutters, and street joints; directs the work of Laborers, Helpers, and others engaged in excavating and grading preparatory to such work and also the mixing, pouring, and tamping of cement or concrete for such work; requires the experience and skill of a journeyman cement finisher.

**A 206. Sub-Foreman
Cement Finisher— (x)9.50d**

Performs the duties of a Cement Finisher and in addition plans and directs the work of other Cement Finishers and Cement Finishers' Helpers; also requisitions and checks delivery of materials and keeps time of subordinates.

**A 208. Foreman Cement Finisher,
Department of Public Works— 10d**

Regularly plans and directs the work of a group of Cement Finishers working simultaneously at different locations; also estimates costs, requisitions materials and checks delivery of same, and keeps time of subordinates.

A 251-300—Glazing Subdivision

A 252. Glazier— ¶8.50d

Cuts, fits, fastens, sets, and installs glass wherever required, such as in windows, skylights, and doors; requires the experience and skill of a journeyman glazier.

A 301-350—Locksmithing Subdivision

A 302. Locksmith— ¶8d

Repairs locks and door checks; fits and makes keys.

A 351-390—Painting Subdivision

A 352. Painters' Shop Man— ¶7d

Receives, checks, stores, and issues painting materials and equipment used in painting; requires familiarity with all branches of painting and with the use, nature, and care of all painting materials and equipment.

A 354. Painter— 9d

Paints, stains, enamels, varnishes, polishes, and finishes surfaces, including the preparation of such surfaces for painting; matches colors and mixes paints, varnishes, enamels

and stains; applies water colors and tints; does filling, staining, and original waxing of floors; and performs such other similar duties as require the experience and skill of a journeyman painter.

A 356. Sub-Foreman Painter— 9.50d

Performs the duties of a Painter, and in addition plans and directs the work of other Painters; also requisitions and checks delivery of materials, and keeps time of subordinates.

**A 358. General Foreman Painter,
Department of Public Works— 11d**

Regularly plans and directs the work of several groups of Painters working simultaneously at different locations; also estimates costs, requisitions materials and checks delivery of same, and keeps time of subordinates.

A 364. Car and Auto Painter— ¶19d

Paints, varnishes, stripes, and letters automobiles, street cars, equipment, or furniture and prepares surfaces and matches colors therefor; requires the experience and skill of a journeyman painter and the ability to do striping and lettering and to apply gold leaf.

A 366. Sub-Foreman Car and Auto Painter— 9.50d

Performs the duties of a Car and Auto Painter, and in addition directs the work of other Car and Auto Painters; also requisitions and checks delivery of materials and keeps time of subordinates.

**A 370. Foreman, Car and Auto Paint Shop,
Municipal Railway— 11d**

Regularly plans and directs the work of Car and Auto Painters of the Municipal Railway; also makes stencils for lettering, estimates costs, requisitions and checks delivery of materials, and keeps time of subordinates.

A 391-400—Plastering Subdivision

A 392. Plasterer— ¶12d

Surfaces and finishes walls, ceilings, and partitions with plaster or mortar; when necessary, directs the work of others in mixing and transporting same; requires the experience of a journeyman plasterer.

A 401-450—Plumbing Subdivision

A 402. Plumber's Shopman— (x)7d

Receives, checks, stores, and issues plumbing materials and equipment; requires famili-

arity with tools and materials and the construction in which they are used.

A 404. Plumber— 10d

Installs or repairs piping used for water, waste, supply leaders, soil, sewage, fire, or vent lines, filters, water systems in buildings and grounds, sprinkler systems, pneumatic conveyors, built-in vacuum or cleaning systems and oil or gasoline lines, and performs other similar duties requiring the experience and skill of a journeyman plumber.

**A 408. Foreman Plumber,
Department of Public Works— 11d**

Regularly plans and directs the work of a group of Plumbers; also estimates costs, requisitions materials and checks delivery of same, and keeps time of subordinates.

A 412. Plumbing Inspector— 225-275

Inspects materials and workmanship of plumbing in buildings under construction in an assigned district, to insure conformity with laws and ordinances and with approved plans and specifications; reports violations and orders changes, or halts operations or makes arrests with approval of Chief Plumbing Inspector, orders repairs; requires the qualifications of a master or foreman plumber.

A 416. Chief Plumbing Inspector— 275-325

Directs a group of Plumbing Inspectors; checks plumbing plans and specifications of proposed buildings to insure conformity with laws and ordinances; in case of violations, orders changes, repairs, suspension of work, or arrests; assists in preparing examinations for licenses for master plumbers and collects fees for such licenses.

A 451-500—Sheet Metal Subdivision

A 452. Sheet Metal Shop Man— ¶7d

Receives, checks, stores, and issues materials, fabricated parts, tools, and equipment used by sheet metal workers and allied crafts; requires familiarity with tools and materials and with construction in which they are involved.

A 456. Sheet Metal Worker— ¶9.50d

Lays out, cuts, forms, rivets, solders, welds, finishes and installs all classes of sheet metal used in the construction or repair of buildings or in the apparatus or furnishings used therein; requires the skill and experience of a journeyman sheet metal worker.

A 458. Sub-Foreman Sheet Metal Worker—
10d

Performs the duties of a Sheet Metal Worker, and in addition plans and directs the work of other Sheet Metal Workers; also keeps time of subordinates.

A 460. Foreman Sheet Metal Worker—10.50d

Regularly plans and directs the work of a group of Sheet Metal Workers working simultaneously at different locations; also estimates costs, requisitions materials and checks delivery of same, and keeps time of subordinates.

A 501-550—Steamfitting Subdivision

A 504. Steamfitter— 10d

Installs or repairs piping, fixtures, pumps, or other appurtenances connected with high or low pressure steam plants, including all piping used for power or heating purposes; requires the experience and skill of a journeyman steamfitter.

A 506. Foreman Steamfitter— 11d

Regularly plans and directs the work of a group of Steamfitters; also estimates costs, requisitions material and checks delivery of same, and keeps time of subordinates.

A 551-553—Apprentice Subdivision

A 551. Apprentice (For all trades and skilled occupations, as well as for building Trades—) (a)4-5-7d

During a prescribed course of apprenticeship and under the direction of a journeyman, performs the duties of a trade, or skilled occupation, involving the use of tools of the craft.

(a) Apprentice salary 4d, first year; 5d second year; 7d third year.

Division B

CLERICAL SERVICE

This Division includes duties which are chiefly clerical and also executive duties which are not included in other Divisions for better comparison with related employments.

B 1-50—Accounting Subdivision

B 4. Bookkeeper— 175-185

Performs duties requiring a knowledge of bookkeeping principles and practice, the appli-

cation of that knowledge, and the exercise of discretionary judgment as to the allocation of credit and debit items to various accounts, or under direction performs duties requiring some knowledge of accounting practice. For example:

(a) Under direction, assist in the maintenance of a complex classification of accounts involving the posting of entries and the balancing of books of account maintained for purposes of control or analysis of funds, and requiring the exercise of discretionary judgment as to the proper allocation of items in such classification.

(b) Maintain a relatively simple classification of accounts, involving the independent posting and balancing of books of account and the exercise of discretionary judgment as to allocation of items in such classification.

(c) Under direction, assists in auditing departmental or other accounts and the preparation of various accounting or auditing reports.

B 6. Senior Bookkeeper— 190-235

Under general direction only, performs duties requiring a knowledge of bookkeeping principles and practice and the application of that knowledge, and involving responsibility for a complete set of accounting records which is relatively complex. For example:

(a) Maintain the accounting records of a major operation, such as Hetch Hetchy construction or the Municipal Railway;

(b) Maintain the accounting records of a group of smaller operations, such as all operations under the Department of Public Works;

(c) Under general supervision only, maintain other complete and complex bookkeeping records involving the exercise of independent discretionary judgment.

B 10. Accountant— 240-260

Under general supervision maintains important accounting operations requiring the constant exercise of independent judgment; knowledge and ability to make audits and render reports pertaining thereto; the ability to install new methods and/or to set up procedure for new purposes. For example:

(a) Maintain in the office of the Controller the general ledgers and journals of the City and County, and prepare consolidated financial statements and reports based thereon;

(b) Maintain accounting records of receipts, disbursements and encumbrances affecting the various accounts and funds of the City for the purpose of control of such accounts and funds;

(c) Conducts departmental audits and renders reports thereon.

B 14. Senior Accountant— 275-325

Performs duties requiring the qualifications of an Accountant and involving final responsibility for accounting records of a department or bureau such as the Board of Education, Department of Public Health, Controller's Office, Treasurer's Office, or Municipal Railway, and in addition directs the work of subordinates engaged in bookkeeping and related work.

B 18. Chief Accountant, Purchase Dept.— 350-425

Directs and is responsible for the accounting of all purchases for the city and county, involving accounting of expenditures from and re-imbursements to the Purchaser's Revolving Fund, accounting control of all appropriations under supervision of purchaser, auditing of purchase orders and invoices, and supervision of subordinates assisting in such duties. (These duties, supt. of accounts, transferred from the Department of Public Works by charter provision effective January 8, 1932.)

**B 20. Financial Expert,
Chief Administrative Officer—** (x) 325-400

To check and analyze budget estimates submitted to the Chief Administrative Officer by departments under his control and make recommendations for adjusting or revising same prior to submission to Controller. To maintain adequate accounts of appropriations, encumbrances and expenditures to provide necessary control of these. To perform such other similar duties and related duties as may be required. (Duties transferred from Board of Supervisors.)

B 21. Chief Assistant Controller—

Subject to approval of the Controller, acts as Chief Assistant to the Controller in directing and supervising the accounting and auditing procedure in the Controller's office, involving supervision of employees engaged thereon and in directing and supervising the auditing of accounts of all city and county departments. Recommends new methods and systems of accounts and records for control of accounts of the city and county. Performs the duties heretofore performed by the County Accountant and such other duties as may be assigned requiring accounting knowledge and experience and acts for the Controller in his absence.

B 24. Auditor, Water Department— (x) 400-500

Under general direction only, supervises and directs the auditing and accounting func-

tions of the Water Department, involving responsibility for the examination of all financial transactions and the proper accounting and control of these. Prepares data for determination of financial policy regarding depreciation of physical properties and proper water rate schedules.

B 51-100—Administrative and Executive Clerk Subdivision

This Subdivision includes only those duties which involve the direction, subject to administrative approval only, of separate departments the work of which is largely clerical, or which involve the supervision, under general direction only, of a large organization with varied duties or of a smaller organization the duties of which are highly complicated.

B 51. Publicity Agent—

Prepare and release news items and other publicity to newspapers and other media regarding recreational activities and events at playgrounds and community centers.

B 52. Research Assistant, Assessor's Office— §275-350

Under supervision of the Assessor studies methods and procedure in the Assessor's office with a view to revising forms, methods, policies, and equipment; performs related duties as required.

(*) B 53. Director of Public Relations, Public Utilities— (x) 275-325

Prepare data and publicity for release and dissemination through newspapers, periodicals, civic organizations and other channels for the purpose of acquainting the public generally with the operation and condition of the Public Utilities of the City and County; develop plans and carry out such plans to increase goodwill and patronage for these utilities; to make investigations to develop improvement in the service of these utilities and make recommendations thereon.

B 54. Chief Clerk, Assessor's Office— 300-375

Under general direction only, assists in the administration of all units of the Assessor's Office, which department appraises all property in the City of every description — real estate, improvements, and personal property — and which maintains up-to-date records of the ownership of such property and of the assessments made thereon, and collects and accounts for unsecured personal property taxes.

B 55. Supervisor of Pay Rolls— (x)250-325

Under the supervision of the Controller, supervises preparation of time rolls, checks and computes pay rolls and prepares checks for distribution to employees for all departments of the city and county, involving responsibility for supervision of subordinates preparing such time rolls and pay rolls, and withholding checks not approved for payment.

B 56. Chief Clerk, Controller's Office—275-350

Under general direction only, directs a group of subordinates in the Controller's Office who check, audit, register, and distribute all supply and salary warrants of the City and County.

(*)B 57. Secretary, Art Commission—

(x)200-250

Subject to administrative approval to maintain a record of proceedings and acts of the Art Commission; to receive, answer and file correspondence of the Commission and perform other duties incidental to administration of the duties of the Art Commission. Requires a knowledge of laws governing the duties, responsibilities and functions of the Commission.

(*)B 58. Secretary,

Board of Education—

(x)325-400

Subject to approval of the Board of Education, has charge of the secretarial, accounting and other functions of the Board of Education except teaching and educational functions, and maintenance and operation of physical properties. Involves supervision and direction of all employees of the Board except teaching and maintenance personnel.

(*)B 59. Secretary, Board of Trustees,

War Memorial—

(x)200-250

Subject to approval of Board of Trustees of the War Memorial, to act as Secretary to the Board involving responsibility for maintenance of proper records of the actions of the Board, records of operation, certifying pay rolls, invoices and requisitions and to assist in supervising the management, maintenance and operation of the buildings and grounds under the jurisdiction of the Board and to perform such other duties as may be assigned.

(*)B 61. Secretary,

Board of Permit Appeals—

(x)200-250

Subject to administrative approval, maintains records of proceedings and acts of the Board of Permit Appeals, receives, answers and files correspondence of the Board and performs other duties incidental to adminis-

tration of the duties of the Board of Permit Appeals, requiring a knowledge of the laws governing the duties, responsibilities and functions of the Board of Permit Appeals.

B 62. Chief Clerk of Elections, Elections Department— §250-325

Under general direction only, assists in the administration of those units of the Elections Department which conduct elections and distribute materials and equipment for elections and return same after elections; also checks the validity of measures intended for the ballot and selects and instructs election officers.

B 64. Chief Clerk of Registration, Elections Department— §250-325

Under general direction only, assists in the administration of those units of the Elections Department which receive, check, and file affidavits of registration, including field registration, maintain statistical records as to registration, check the signatures on petitions, periodically precinct the city for election purposes, attend to the mailing of election notices, sample ballots, etc., and compile official election returns.

B 66. Registrar of Voters— 350-450

Subject to administrative approval, administers the office of Registrar of Voters, and directs the work of the Election Department, including the registration of voters, the conducting of elections, and the maintenance of official records connected therewith.

B 67. Chief Clerk, Recreation Department— (x)225-275

Subject to general direction of the Superintendent, supervises the clerical duties and staff of the office of the Recreation Department involving responsibility for budgetary control and the proper control of expenditures, and performs such other related duties as may be assigned.

B 68. Chief Clerk, Fire Department—275-350

Subject to administrative approval, acts as secretary of the Board of Fire Commissioners and directs the keeping of personnel records, the preparation of payrolls, and the distribution of material costs.

B 70. Secretary, Department of Public Health— 250-325

Under general direction of the Health Officer, performs the secretarial functions of the department and directs matters of administrative routine of the entire department, such as personnel control, the registration of

vital statistics, and the preparation of ordinances and regulations affecting public health.

(*)B 72. Business Manager,
Public Library— §300-400

Subject to administrative approval, acts as secretary of the Board of Library Trustees and directs the maintenance of financial records of the library, the construction, maintenance, and operation of library buildings, the auditing and payment of all bills, and the purchase of all supplies and equipment.

(*)B 74. Confidential Secretary
to the Mayor— 300-375

Under general direction of the Mayor and Executive Secretary; assists in performing the duties of the Executive Secretary to the Mayor, and performs such confidential duties as may be assigned.

(*)B 76. Executive Secretary to the
Mayor— 350-450

Assists the Mayor as required in maintaining contact with city offices and with the public; secures information; prepares reports, arranges receptions; represents the Mayor as required.

(*)B 78. Secretary, Board of Police
Commissioners— 250-325

Under general direction of the Board of Police Commissioners, performs the secretarial functions of the Board and directs such other functions as investigations relating to the licensing and conduct of businesses operating under a police permit, personnel control, and conduct of legal actions to which the Board is a party.

B 80. Chief Clerk, Recorder's
Office— 250-325

Under general direction only, assists in the administration of all units of the Recorder's Office, which department receives, registers, indexes, and copies documents to be recorded.

B 81. Recorder— (x)416.66-500

Title and duties are prescribed by statute; keeps books, records, maps and papers filed in his office; records in books for that purposes, deeds, mortgages, wills, notices, and other documents and papers as provided by law; keeps such indices as may be required. Supervises the conduct of his office and of its employees.

(*)B 82. Secretary-Actuary, Retirement
System— 400-550

Subject to administrative approval, acts as executive officer of the Board of Administra-

tion, which involves the preparation and maintenance of actuarial tables, determining the benefits to which members of the system are entitled, investing the funds of the system, and responsibility for the necessary records, computations, etc., connected with the monthly contributions of employees and of the City and County.

B 83. Consulting Actuary—

To analyze actuarial experience data under the Retirement System and act in advisory capacity in establishing actuarial policies for the System requiring thorough knowledge and broad experience in actuarial science.

(*)B 84. Under Sheriff— 250-325

Under general direction only, assists in the administration of all units of the Sheriff's Office, which department registers court actions and judgments, receives and accounts for fees for such registrations, executes the orders of the court, attaches or sells property, arrests and incarcerates persons, and maintains incarcerated persons.

**B 85. Jury Commissioner,
Municipal Court— (x)300-375**

Under general supervision, directs and is responsible for preparation of jury lists for Municipal Courts, involving securing of information as to qualifications for jury service; recommends transfer of cases to expedite hearings.

(*)B 86. Jury Commissioner, Superior
Court— §300-375

Subject to administrative approval, directs and is responsible for the work of the officers of the Superior Court, including the securing of information as to qualifications for jury service, the preparation of jury lists, and the maintenance of necessary records for the assignment of Superior Court cases to judges.

**B 88. Chief Assistant Clerk of the Board of
Supervisors— 300-400**

Acts as chief assistant to the Clerk at meetings of the Board of Supervisors in recording actions and votes; assists in supervising the clerical work of the Board and of its committees; acts as clerk of assigned committees; and performs such other executive or administrative duties as required.

(*)B 90. Clerk of the Board of
Supervisors— 400-550

Subject to administrative approval, directs the work of the office of the Board of Supervisors, the preparation of calendars and other secretarial work of the Board or of the

Finance and other committees, the preparation, filing, and indexing of ordinances, resolutions, and other official transactions, and the preparation of the Journal of Proceedings; also acts as Clerk of the Board and of the Finance Committee.

B 91. Director, Bureau of Delinquent Revenue— (x)300-375

Under the supervision of the Tax Collector directs and is responsible for the collecting of delinquent revenues such as unsecured personal property taxes, licenses, rents, damages to city property, amounts due the city for hospital care and all other sums owed the city; to deposit these collections and make proper accounting of such collections and direct subordinates engaged in such work. To be responsible for other incidental and related duties in connection therewith.

B 92. Chief Clerk, Tax Collector's Office— 275-350

Under general direction only, assists in the administration of all units of the Tax Collector's Office, which department collects and records license payments and real estate and secured personal property taxes, and reports property sold for taxes.

B 93. Tax Collector— (x)416.66-500

Title and duties are prescribed by State laws and the municipal charter; collects general property taxes and municipal license taxes, accounts for same to the Controller and State Controller. Supervises the conduct of his office and of its employees.

B 94. Chief Clerk, Department of Public Works— 300-375

Subject to administrative approval, acts as secretary of the Department of Public Works, directs the general office of said Board, confers daily with bureau chiefs, issues orders of the director, receives reports, and otherwise coordinates the work of the entire department.

(*)B 95. Director of Finance and Records— (x)500-600

Required by Section 61 of the Charter to administer the Department of Finance and Records which includes the functions and personnel of the office of Tax Collector, Registrar of Voters, Recorder, County Clerk and Public Administrator.

(*)B 96. Managing Director, War Memorial— (x)500-600

Subject to regulations of the Board of Trustees and subject to their approval, negotiates and arranges for leasing and booking tenants

and engagements for space in the Buildings under control of the Trustees of the War Memorial of San Francisco. Executes contracts therefor when authorized. Signs and approves pay rolls, time rolls, requisitions, etc., and in conjunction with the Secretary supervises the maintenance and operation of the War Memorial Buildings. Performs such other duties as may be assigned.

**B 97. Executive Secretary, Chief
Administrative Officer— (x)250-325**

Assists the Chief Administrative Officer in maintaining contact with subordinate departments. Makes investigations, secures information and prepares reports regarding operation of such departments. Answers correspondence. Represents Chief Administrative Officer at conferences and at meetings of civic organizations and performs such other duties as may be assigned.

**(*)B 98. Confidential Secretary
to the Sheriff— (x)200-250**

Takes dictation of a confidential nature and transcribes notes; studies and analyzes methods and procedure in Sheriff's office with a view to revising same; performs related duties as assigned.

B 101-150—Cashier Subdivision

This Subdivision includes only those duties which regularly and continuously involve the receiving or disbursing of money and the necessary clerical work incidental to accounting for same, or the supervision of such work. It does not include the receiving of fees or other funds incidental to other clerical operations.

B 102. Teller— 180-220

Regularly receives money due, except where the calculation of amounts of fees, licenses, etc., is required, or pays out money against properly authorized demands, maintains records of such transactions, and balances cash against such records.

B 104. Senior Teller— 200-250

**B 104a. Senior Teller, Treasurer's
Office**

**B 104b. Senior Teller, Tax Collector's
Office**

Performs the duties of a Teller and in addition assists in directing the work of Tellers or General Clerks who are collecting or paying out money; or performs the duties of a Teller and in addition checks and balances Teller's transactions and the cash in the Treasurer's vaults.

B 106. Chief Teller, Assessor's Office— 215-265

Directs the receipt of unsecured personal property taxes and the accounting for same, involving the supervision of all General Clerks performing these duties.

B 108. Chief Teller, Tax Collector's Office— 225-275

Directs the receipt of real estate and secured personal property taxes involving the supervision of General Clerks and others performing these duties; also receives in bulk and accounts for license payments collected by the Tax Collector's Office.

B 109. Cashier, Water Department— (x)250-325

Maintains cash book of Water Department receipts from all sources; deposits such receipts daily with Treasurer; maintains records of Water Department properties such as deeds, agreements, contracts, and leases; supervises computation and preparation of time rolls; maintains personnel records and prepares accident reports and performs and supervises related clerical activities.

B 110. Cashier, Treasurer's Office— 325-425

Regularly and continuously directs the work of a group of Tellers, and in addition thereto sees that available funds are placed in designated banks for deposit at interest or to meet city bond interest or redemption requirements, and that invested funds are protected against losses due to market fluctuations.

B 112. Assistant Cashier, Treasurer's Office (x)275-325

Subject to approval of the Treasurer, assists in supervising the receiving, paying and depositing of public funds involving responsibility for acceptance and approval of securities offered as collateral for deposit of city and county funds and involving also assisting in the general supervision of the office; or, investigates status of property of decedents, collects inheritance taxes due thereon and issues certificates releasing such property; involves responsibility for such duties subject to approval of the Treasurer.

B 151-200 — Clerical-Legal Subdivision

This Subdivision includes clerical duties which require a general knowledge of the laws of the state and city ordinances and of court decisions and official regulations affecting court procedure; also the application of that knowledge in the exercise of independent judgment in accordanc therewith.

B 152. Court Room Clerk— 180-210

B 152a. Court Room Clerk, Municipal Court

B 152b. Court Room Clerk, Superior Court

Prepares court calendars, maintains court records, and writes up minutes of court cases, requiring little exercise of independent judgment but some specific experience, including a knowledge of procedure and court routine.

B 154. Criminal Law Clerk— 180-210

B 154a. Criminal Law Clerk, Municipal Court

B 154b. Criminal Law Clerk, County Clerk's Office

Performs duties involving the exercise of independent judgment based on a thorough knowledge of the criminal laws of the State. For example:

(a) In the District Attorney's Office, issues complaints and citations on the application of citizens and warrants for arrest on information furnished by police officers; or

(b) In the Criminal Court Departments of the County Clerk's Office, or the Municipal Court, issues court processes and receives and indexes filings of criminal actions and pleadings where a thorough knowledge of criminal court procedure is involved.

B 156. Senior Criminal Law Clerk— 220-240

Performs duties involving the exercise of independent judgment based on a thorough knowledge of the criminal laws of the state. For example:

(a) Direct subordinates of the Criminal Court Departments of the County Clerk's Office, or the Municipal Court, and in addition issue court processes and receive and index filings of criminal actions and pleadings where a thorough knowledge of criminal court procedure is involved.

B 160. Civil Law Clerk— 180-210

B 160a. Civil Law Clerk, Municipal Court

B 160b. Civil Law Clerk, County Clerk's Office

B 160c. Civil Law Clerk, Public Administrator's Office

Performs duties involving the exercise of independent judgment based on a thorough knowledge of the civil laws of the State. For example:

(a) Issue court processes and receive filings of court actions in either the Municipal or Superior Courts.

(b) Regularly and continuously prepare dockets and judgment rolls relating to either Municipal or Superior Court cases.

B 164. Senior Civil Law Clerk— 220-270

**B 164a. Senior Civil Law Clerk,
Municipal Court**

**B 164b. Senior Civil Law Clerk, County
Clerk's Office**

**B 164c. Senior Civil Law Clerk, Public
Administrator**

Performs duties involving the exercise of independent judgment based on a thorough knowledge of the civil laws of the State as they relate to procedure in both Municipal and Superior Courts, and involving also the direction of subordinates. For example:

(a) Direct the work of a group of Civil Law Clerks in the Municipal Court and in addition perform such duties; or

(b) Direct subordinates of the Civil, Quiet Title, General, or Probate departments of the County Clerk's Office, and in addition issue court processes and receive court actions involving a thorough knowledge of the laws of the State as they relate to procedure in the Superior Court.

**(*)B 166. Chief Clerk, District Attorney's
Office— 230-280**

Under general direction only, supervises the clerical work of the District Attorney's Office, including the issuing and registering of Grand Jury and foreign subpoenas, accepting and signing for writs and ordering supplies.

**B 168. Chief Clerk, County Clerk's
Office— 280-350**

Under general direction only, assists in the administration of all units in the County Clerk's Office, involving the exercise of independent judgment based on a thorough knowledge of the laws of the State, both criminal and civil, as they relate to procedure in both lower and Superior Courts.

B 169. County Clerk— (x)416.66-500

Title and duties prescribed by statute; keeps books, records, and papers filed in his office; acts as clerk of the Superior Court; issues process and notices; keeps such indices as may be required. Supervises the conduct of his office and of its employees.

**B 170. Chief Assistant Clerk, Municipal
Court— 250-325**

Under general direction only, assists in the administration of all units in the office of the Clerk of the Municipal Court, involving the exercise of independent judgment based on a

thorough knowledge of the laws of the State both criminal and civil, as they relate to judicial procedure.

B 172. Clerk of Municipal Court— 400-500

Subject to administrative approval, as the executive officer of the Municipal Court, directs and is finally responsible for the clerical work of the said Court.

B 173. Public Administrator— (x) 416.66-500

Subject to administrative approval, administers and probates according to state laws, the estates of persons dying intestate.

B 174. Bond and Ordinance Clerk— 175-250

Drafts ordinances as directed by the Clerk or any committee of the Board of Supervisors; acts as committee clerk; requires legal training sufficient to the qualification of an attorney licensed to practice in the courts of California.

B 201-250—General Clerical Subdivision

This Subdivision includes all duties of a clerical nature the requirements of which are not sufficiently specialized to warrant their being included in some other Subdivision.

B 202. Judge of Elections— ‡

On election day sees that voter's name is on register, has voter sign roster, compares signature with that on affidavit of registration, operates machine in absence of inspector, keeps record of who voted, helps compile precinct count.

B 204. Inspector of Elections— ‡

Receives supplies and takes oath before election day; on election day opens booth, administers oath to judges, supervises voting, operates machine, and makes required reports; is responsible for proper conduct of the election in his precinct.

B 210. Office Assistant— (x) 85-100

Opens office every morning; sorts and distributes mail to various departments; operates stamp machine; mails bills to water users; keeps department supplied with stocks; runs errands, etc.

B 212. Special Messenger— 105-175

Performs the duties of a Messenger under conditions which continuously require irregular and extra hours on city business.

Performs clerical duties requiring some specific experience but little exercise of independent judgment. For example:

(a) Maintain complex subject files or indexes, or locate and deliver papers, such as tax bills, by reference to complex indexes;

(b) Make entries involving computation, such as

Calculating payrolls, payroll deductions, or time records,

Keeping complete personnel records of employees,

Compiling and distributing wage or material costs or departmental receipts,

Compiling statistical summaries of street cleaning operations or of street car operations and schedules,

Maintaining perpetual inventory records,

Posting expenditures by fund or account, where knowledge of bookkeeping is not required,

Posting or checking entries of or routine information relating to street assessment bonds, mortgages or releases, property appraisal, ownership, valuation, assessment, sales, etc.,

Maintaining control records for collections or payments, such as special assessment payee records, licenses issued, or outstanding bonds, or

Keeping general records of inmates, or of property of inmates, of institutions;

(c) Check the correctness or completeness of clerical entries (and make such entries, or when required, prepare reports relating thereto), such as

Payroll entries,

Affidavits of registration,

Recorded documents,

Inspectors' reports,

Auto registrations (for assessment purposes),

Applications for veterans' tax exemptions,

Tax or license receipts, or

Prices or extensions of requisitions, purchase orders, and invoices;

(d) Check the attendance of a large force of field employees;

(e) Register and index documents, such as birth certificates, marriage licenses, court filings or actions, evidence or testimony, or documents to be recorded and prepare certified copies thereof as required, when such duties involve checking these documents for proper order of registration, accuracy, or completeness or when such duties involve the issuance of levies of attachment, etc., pursuant to the receipt of court orders or writs;

(g) Accept, record, and account for departmental receipts based on fixed schedules, such as fees, license payments, tax payments, or deposits, and issue therefor appropriate receipts, permits, licenses, or certificates; or check, record and deposit such receipts and prepare reports thereon;

(h) Receive and check applications for use of books at the Public Library, maintain files of borrowers, and collect and record fines;

(i) Receive, record, and route routine complaints for investigation, follow up same to secure action thereon, and prepare reports and tabulations of complaints and of action taken;

(j) Receive, check and register contractors' applications, bids, and deposits;

(k) Receive and record reports of contagious diseases and prepare statistical reports thereon, or prepare statistical tabulations of births and deaths;

(l) Secure and post information such as qualifications for jury service, social, medical, or employment history, or other types of information as directed, and assemble reports thereon;

(m) Assist with routine purchasing duties, such as issuing purchase orders against approved requisitions, preparing schedule and specifications of supply requirements of a department, or obtaining quotations.

B 224. General Clerk (Female)— (x)155-175

Performs clerical duties defined under B 222 General Clerk (Male).

B 228. Senior Clerk— 180-200

B 228a. Senior Clerk, Assessor's Office

B 228b. Senior Clerk, Tax Collector's Office

B228b. Senior Clerk, Election Department

B 228d. Senior Clerk, Recorder's Office

B 228e. Senior Clerk, County Clerk's Office

B 228f. Senior Clerk, Purchasing Department

B 228g. Senior Clerk, Public Works

B228h. Senior Clerk, Electricity

B 228i. Senior Clerk, Department of Health

B 228j. Senior Clerk, Controller's Office

B 228k. Senior Clerk, Water Department

B 228m. Senior Clerk, Education

B 228n. Senior Clerk, Municipal Railway

Performs responsible clerical duties involving the frequent exercise of independent judgment and may involve the direction of a group of subordinates performing relatively simple duties. For example:

(a) Direct a group of subordinates who make clerical entries, such as affidavits of registration, auto registrations (for assessment purposes), applications for veterans' tax exemptions, and who also check the correctness or completeness of such entries;

(b) Direct subordinates who register and index documents, such as evidence or testimony, court filings, or documents to be recorded, and personally perform such duties;

(c) Direct a group of subordinates who copy and compare court records, including the assigning of work to such subordinates and the checking of such work;

(d) Assist in supervising a group of subordinates who check and audit payrolls, and who segregate and register warrants paid and balance such registers;

(e) Maintain control records such as those kept for the purpose of

Authorizing payment of workmen's compensation insurance and vacations with pay for the entire Board of Public Works (and making such authorizations),

Authorizing refund of bail (and authorize such refunds),

Authorizing refund of payments on special assessment bonds (and authorize such refunds).

Authorizing release of contractors' bonds (and authorizing such releases);

(f) Check such important records as

Operative and non-operative assessment rolls,

Personal property declarations (checked for low appraisals and for failure to make declarations),

Declarations of warehoused goods (including compilation of manual of commodity prices), or

"Foreign" rolling stock for assessment purposes;

(g) Perform responsible duties involving the exercise of independent judgment, such as

Issuing burial permits and permits for removal of bodies, including checking of death certificates for circumstances that may warrant Coroner's investigation.

Checking and securing enforcement of court orders for support of dependents,

Assisting in collecting inheritance taxes, involving inventorying contents of safety deposit boxes, release of bank accounts, etc.,

Segregating and handling warrants assigned to banks for collection or against which attachments have been levied, finally validating salary warrants by affixing the Auditor's signature thereto, and representing the Auditor at the opening of the city treasury, or

Advising the public relative to civil service rules, examinations, eligible lists, etc., receiving and inspecting applications for examinations, and assisting in the maintenance of records on which certifications for employment are based; or

(h) Make final audit of important receipts and disbursements when such audit involves the maintenance of involved processes of control such as those maintained for final audit of all licenses, fees, or permits, or for final audit of all purchase orders of the City and County; or

(i) To analyze effect on revenue of proposed tax and assessment legislation and procedure, and prepare reports thereon, and to assist in obtaining information on which change in methods, forms or policies of the Assessor is based.

B 234. Head Clerk—

200-250

B 234a. Head Clerk, Board of Supervisors

B 234b. Head Clerk, Assessor's Office

B 234c. Head Clerk, Sheriff's Office

B 234d. Head Clerk, Municipal Court

B 234f. Head Clerk, General Office, Tax

B 234g. Head Clerk, Election

Department

B 234h. Head Clerk, Public

Administrator's Office

B 234i. Head Clerk, Department of Works

B 234j. Head Clerk, Department of Public Health

B 234k. Head Clerk, Controller's Office

B 234m. Head Clerk, Civil Service

Commission

B 234n. Head Clerk, Retirement System

B 234p. Head Clerk, Utilities

Performs involved and responsible clerical duties requiring thorough knowledge of the subject matter, and the constant exercise of independent judgment, and may involve the direction of a group of subordinates. For example:

(a) Direct a group of subordinates who make clerical entries and check same, such as

Calculating payrolls,

Compiling and distributing wage or material costs,

Preparing and checking requisitions, purchase orders, invoices, etc., (including responsibility for approval of requisitions and purchase orders and for designation of account classification on invoices),

Preparing, totalling, and checking tax bills and checking and posting tax and license receipts, involving responsibility

for properly reporting and balancing receipts with the Auditor and Treasurer, or

Periodically preparing real estate and secured personal property assessment rolls; and in addition maintain necessary control records, prepare summary reports, and perform other duties requiring the exercise of discretion in important matters;

(b) Direct a group of subordinates who issue licenses and collect fees therefor when such duties involve responsibility for supervision of field investigations of license matters and the recommending of revised license procedure and policies;

(c) Direct a group of subordinates who register court orders filed with the Sheriff; also approve attachment release and indemnity bonds and direct the work of Writ Servers;

(d) Periodically direct a large force of temporary or seasonal employees engaged in field registration of voters, including the furnishing of expert information regarding election laws to such employees and to the public, and in addition perform other duties requiring the exercise of discretion in important matters;

(e) Assist the Secretary and Chief Examiner of the Civil Service Commission in the administrative work of the department, including such important duties as assembling information on cases before the Commission, looking up technical questions referred to the Commission or to the Secretary, and helping with examinations; requires intimate knowledge of the work of all branches of the office;

(f) Assist in supervising a group of subordinates who register and index contracts for public improvements and perform related duties incidental thereto and involving responsibility for the custody and return of contractors' deposits on bids;

(g) Perform important duties involving responsibility for matters relating to revenues, investments, or obligations of the City and County, such as

Checking probate records for personal property assessment purposes and collecting taxes due thereon, involving the exercise of independent judgments as to the amount to be assessed.

Auditing payments of aid to adult blind and minors, and collecting refunds due thereon from the State,

Checking, inventorying, and recording bonds held by the City or deposited by banks with the City, watching the market

value of same, and collecting interest due thereon, or

Calculating benefits due under the Retirement Ordinance, involving the application of actuarial formulae and tables;

(h) Perform important clerical duties relating to the acquisition of public lands and improvements or street and sewer construction or reconstruction programs, such as preparing resolutions, ordinances, and advertising, securing appraisal of property needed by the City, tracing absent owners, or preparing agreements of sale for the Public Buildings and Lands Committee or for the Streets and Commercial Development Committee of the Board of Supervisors.

(i) Maintain an intricate system of records of civil service employees, lists of civil service eligibles, and of positions filled by temporary appointment, and prepare certifications of eligibles for appointment.

(j) Direct a group of subordinates who accept, record, and account for departmental receipts based on fixed schedules, such as fees or deposits, and who issue therefor receipts or permits; and also authorize refund of special deposits.

B 237. Tax Redemption Clerk— (x) 180-200

Under general supervision to receive and check list of property sold to the state for delinquent taxes; computes taxes due, interest, penalties and costs due in redeeming such property and issues redemption certificates therefor; checks and certifies records of tax payments in claims for refunds on duplicate or excess payments; checks tax payments on property being subdivided; checks cancellation of taxes on veterans' homes; performs other related duties requiring thorough knowledge of procedure and laws governing such matters.

B 238. Hospital Statistician— 180-200

Directs a group of subordinates who secure information and maintain records of social and medical history of inmates of institutions and compile same in statistical form; or, classify cause of death according to the International Code of Causes of Death and compile and analyze reports, statistics and charts relating to births, deaths and disease, and code and punch such information to Hollerith Machine cards.

B 242. Blockbook Draftsman— 180-225

Prepares maps for photostatic copy for Assessor's blockbooks; works from descriptions contained in deeds, judgments, and maps filed in Recorder's Office, or maps in City Engineer's or Assessor's Office; verifies or

reconciles discrepancies in same; works on own responsibility; requires map drafting ability and previous clerical experience in the Assessor's Office.

B 244. Acturial Clerk' (x)200-250

Under supervision and as directed to make actuarial calculations involving the use of and knowledge of actuarial formulae.

B 246. Map Clerk— (x)155-175

Maintains map showing location of city lights and fixtures, and indicating by legend the type, size and number of each. Maintains chart showing location and description of "Underground Districts" as established.

B 247. Meter Reader— (x)155-175

Reads water meters in an assigned district and records consumption of water, and when required makes "lay out" inspections.

B 251-300—Interpreter Subdivision

(*)B 252. Court Interpreter— ¶155-175

Subject to call as required, interprets a specified foreign language in trials in criminal courts of the City and County, sanity hearings, or before Coroner's juries.

B 254. Interpreter-Typist— 165-185

Performs miscellaneous clerical duties requiring proficiency as a typist in a position which also requires ability to interpret one or more specified languages. For example:

(a) Perform such duties in Juvenile Court trials or in investigations conducted by probation officers.

B 301-311—Machine Operating Subdivision

This Subdivision includes only duties involving chiefly the operation of office machines combined with incidental duties of a general clerical nature. It does not include duties involving the incidental use of adding machines or other office appliances, the operation of which requires no specific training, nor does it include duties requiring the use of the typewriter, the latter being separately classified.

B 301. Pay Roll Machine Operator— (x)155-175

Calculates pay roll extensions, additions, deductions and totals on a calculating book-keeping machine involving addition, subtraction and multiplication, but not requiring a knowledge of bookkeeping. Also performs related and incidental clerical duties.

B 302. Addressing Machine Operator—155-175

Operates and repairs addressing machines; makes new plates for same and renews old plates to keep mailing list up-to-date; assembles and mails addressed matter; does clerical work as required.

B 304. Senior Addressing Machine Operator—180-200

Performs the duties of an addressing machine operator and in addition directs the work of subordinate addressing machine operators.

B 305. Voting Machine Adjuster— (x)155-175

Adjusts, cleans, and tests voting machines; sets and checks ballot strips therein; seals machine; performs other duties in connection with distributing machines for elections and returning and storing machines after elections; re-canvasses votes cast; periodically supervises subordinates.

B 306. Multigraph Operator—155-175

Continuously sets type and operates and maintains a multigraph machine; also performs incidental clerical duties.

B 308. Comptometer Operator—155-175

Continuously operates a comptometer in totalling, checking, or extending mathematical calculations where a high degree of skill is required; also performs incidental clerical duties.

B 310. Tabulating Machine Operator—155-175

Continuously operates Hollerith or similar punching, sorting and tabulating machines and auxiliary calculating machines in the preparation of required reports and tabulations. May also be required to type reports on tabulations.

B 311. Bookkeeping Machine Operator—165-185

Operates an Underwood, Elliot Fischer or similar bookkeeping machine involving addition and subtraction only, requiring an elementary knowledge of bookkeeping. Frequently operates a billing machine. Performs related and incidental clerical duties.

B 312-350—Photographic and Blue Printing Subdivision

This Subdivision includes only those duties involving the operation of blue printing and photostat machines, the taking of photographs and the developing and printing of same, and incidental duties of a general clerical nature.

B 312. Blue Printer— 150-170

Operates blue printing machines; makes negatives, blue prints, blue line prints, cloth prints, etc.; assists with photostat machine or with photography as required.

B 314. Photostat Operator— 165-185

Operates photostat machine; helps with blue printing and photography as required; keeps records of work performed; may assume duties of photographer in photographer's absence.

B 315. Photographer, Water Service—175-200

Takes photographs, develops and prints same, also operates photostat and blue printing machines; orders supplies; makes required reports.

B 316. Photographer, Department of Public Works— 190-235

Takes photographs or motion pictures as required; regularly plans and directs the developing and printing of same and the preparation of photostats and blue prints; requisitions supplies and checks delivery of same; estimates costs; makes required reports.

B 351-400—Purchasing and Store-keeping Subdivision

This Subdivision includes only duties regularly involving responsibility for the purchasing of goods on one's own initiative or for the maintenance of stores and stores records. Duties involving only the handling of purchase orders, the keeping of records, or the moving of materials stored are not included.

B 351. Supervisor of Recreation Supplies and Equipment— (x)180-200

To draw up specifications as to standards and quantities of materials, supplies, tools and equipment used by Recreation Commission at playgrounds, Camp Mather and in the offices. To maintain complete records as to inventory, distribution and cost of such supplies, materials, etc., and to make proper accounting therefor. To perform such other

tions, securing bids, awarding orders and informal contracts, and preparing formal contracts; also supervises issuance of purchase orders and checking of invoices.

(*)B 374. Purchaser of Supplies— 1833

Directs the purchasing, warehousing, and issuing of all supplies and equipment used by the City and County except Hetch Hetchy water supply and the Public Library, involving standardizing specifications, consolidating schedules and bids, negotiating contracts for purchases, preparing, approving, and issuing purchase orders, and inspecting supplies delivered.

B 380. Armorer: R. O. T. C.— (x)150

Has charge of uniforms, rifles, swords, targets, ammunition, etc., of R. O. T. C., involving responsibility for proper recording, issuing and collection of such equipment; cleans rifles and other equipment and makes minor repairs.

B 401-450—Stenographic Subdivision

This Subdivision includes all duties involving stenographic ability, whether as a major or as a minor requirement.

B 404. Clerk-Stenographer— 150

Performs duties of the sort usually performed by Clerks and incidentally takes and transcribes simple dictation.

(Persons performing duties in this class, who, at the time of the adoption of this classification, have civil service classification higher than the equivalent of this class, shall, by co-operation of the heads of departments and the Civil Service Commission, be continuously offered all possible opportunities for advancement to assume duties and responsibilities which will qualify them for their higher civil service classifications, without further civil service examinations. New appointees shall take standing in accordance with the civil service rules.)

For example:

(a) Maintain simple correspondence files or simple records and occasionally take ordinary dictation.

B 408. General Clerk-Stenographer— 155-175

Performs duties of the sort usually performed by General Clerks and incidentally takes and transcribes dictation; or performs duties requiring a competent stenographer with purely incidental clerical duties. For example:

(a) Check computations for correctness or clerical entries for completeness or for proper authorization, such as verifying entries on requisitions, purchase orders, invoices, payrolls, reports, etc., and also act as stenographer;

(b) Assist with the routine of purchasing, such as posting entries to inventory records, issuing purchase orders on approved requisitions, or obtaining quotations, and incidentally act as stenographer;

(c) Make entries which may involve computation, such as posting records of personnel, type warrants, payrolls, etc., and incidentally act as stenographer;

(d) Act as general clerk and stenographer to the principal of a high school, performing such duties as keeping attendance records of teachers and pupils, issuing supplies and accounting for same, assisting the principal generally, and taking dictation;

(e) Check the accuracy of weights and measures and perform incidental stenographic duties;

(f) Make simple postings of receipts and disbursements of a petty cash or small revolving fund, and perform general stenographic and typing duties;

(h) Post and maintain records of routine information such as school attendance and transfer records, involving responsibility for checking and verifying such information and ability to take dictation; or

(i) Perform duties requiring a competent stenographer with only incidental duties of a general clerical nature, such as taking correspondence, reports, etc., by dictation, typing reports, calendars, records, specifications, etc., acting as secretary to a department head, and performing such incidental duties as filing, distributing mail, routine posting, sorting papers, or checking for simple errors.

B 412. Senior Clerk-Stenographer— 180-200

B 412a. Sr. Clerk-Stenographer, Board
of Supervisors

B 412b. Sr. Clerk-Stenographer,
Assessor's Office

B 412c. Sr. Clerk-Stenographer, Police
Department

B 412c. Sr. Clerk-Stenographer, Tax
Collector's Office

B 412e. Sr. Clerk-Stenographer,
Department of Public Health

B 412f. Sr. Clerk-Stenographer, Utilities

B 412g. Sr. Clerk-Stenographer, Board
of Education

B 412h. Sr. Clerk-Stenographer, Civil
Service Commission

Performs duties of the sort usually performed by Senior Clerks and incidentally takes

and transcribes dictation, or performs stenographic duties involving the taking of verbatim testimony or proceedings and may involve responsibility for the work of a small group of subordinates performing stenographic, typing, or related clerical duties. For example:

(a) Supervise the checking of payrolls and the maintenance of payroll records in the offices of the Civil Service Commission, requiring an intimate knowledge of rules, procedure, and decisions of the Commission, and incidentally perform stenographic duties and assist with examinations;

(b) Perform stenographic duties as required, and in addition direct the work of a small group of subordinates doing stenographic, clerical, or typing work; or

(c) Perform general stenographic duties involving the frequent verbatim reporting of proceedings, and perform incidental clerical duties.

(d) Prepare calendars of official committee of the Board of Supervisors, send out notices incidental thereto, maintain records of proceedings and of actions taken, prepare resolutions, official advertising to complete legislative action, and perform incidental clerical and stenographic duties.

B 414. Head Clerk-Stenographer— (x)200-250

Subject to approval of the Mayor, selects and appoints citizens to ceremonial and reception committees for various civic functions. Acts as secretary to these committees and coordinates the activities of the members of the committees. Distributes the interest on various trusts and funds for the relief of destitute women and children. Performs stenographic and clerical duties and supervises the work of subordinate stenographers.

**B 415. Confidential Secretary to Chief
Administrative Officer— (x)155-175**

Takes dictation and transcribes notes including verbatim reports of conferences, meetings and hearings. Maintains audit of expenditures of Publicity and Advertising appropriations and performs other incidental clerical duties.

**B 416. Finance Committee
Stenographer— §225-275**

Acts as stenographer to the Finance Committee, occasionally taking down verbatim reports of proceeding as requested, and performing other clerical duties, such as preparing calendars, ordinances, resolutions, etc. or assisting in maintaining control records of financial appropriations and disbursements,

and in checking or investigating such disbursements.

B 420. Phonographic Reporter— 225-275

Regularly reports verbatim proceedings of a legislative body, or acts as official reporter at Coroner's inquests.

B 451-500—Telephone Operating Subdivision

This Subdivision includes only duties involving the operation of multiple telephone switchboards and assigned clerical work when such duties do not also involve stenography or typing. See also Stenographic and Typing Subdivisions.

B 454. Telephone Operator— 150

Operates a private branch multiple telephone switchboard and performs incidental related work such as receiving and transmitting messages or checking telephone bills; also, when telephone operating duties permit, performs unrelated simple clerical work such as addressing and stamping envelopes, numbering and arranging papers, etc; or performs duties of the sort usually performed by Clerks and incidentally acts as relief telephone operator.

B 458. Chief Telephone Operator— 160-180

Performs the duties of a Telephone Operator and in addition directs a group of Telephone Operators; adjusts complaints regarding telephone service.

**B 460. Secretarial Telephone Operator—
(x) 155-175**

In addition to operation of P. B. X. exchange, acts as assistant to Inspector of Complaints and/or also performs work of a secretarial nature as required.

B 501-550—Typing Subdivision

This Subdivision includes all duties involving typing ability (except where stenographic duties are also required), whether such duties are a major or a minor requirement.

B 504. Clerk-Typist— 150

Performs duties of the sort usually performed by Clerks and incidentally does ordinary typing, or does general typing with purely incidental and minor clerical duties.

(Persons performing duties in this class, who, at the time of the adoption of this classification, have civil service classification higher than the equivalent of this class, shall, by co-operation of the heads of departments

and the Civil Service Commission, be continuously offered all possible opportunities for advancement to assume duties and responsibilities which will qualify them for their higher civil service classifications, without further civil service examinations. New appointees shall take standing in accordance with the civil service rules.)

For example:

(a) Maintain an alphabetical or numerical filing system and do simple typing;

(b) Direct visitors, give routine information, and do simple typing; or

(c) Use typewriter for copying reports, making out purchase orders, requisitions, notices, etc., writing routine letters without dictation, cutting stencils, or transcribing dictaphone records; and perform incidental duties such as filing or giving information over telephone or counter.

B 510. Braille Typist— (x)155-175

Types reports and letters from Braille system translations.

B 512. General Clerk-Typist— 155-175

Continuously copies documents to be recorded or court records on book typewriting machines or on typewriters, and checks same for errors, or performs duties of the sort usually performed by General Clerks and incidentally uses the typewriter. For example:

(a) Make entries which may involve computation, such as preparing payrolls or personnel records, distributing cost data, etc., and use the typewriter in connection with such work;

(b) Accept and account for departmental receipts based on fixed schedules, such as fees, deposits, taxes, or license payments, and issue therefor appropriate receipts, permits, licenses, or certificates; also do general typing as required;

(c) Secure information such as personal history of applicants for employment or for admission to hospitals, and do general typing as required;

(d) Post and maintain records of routine information, such as Coroner's cases or school attendance and transfer records, involving responsibility for checking and verifying such information; and in addition prepare statistical reports and do incidental typing; or

(e) Assist with routine purchasing duties, such as issuing purchase orders against approved requisitions, securing quotations or other required information, figuring costs on requisitions, tabulating bids, and preparing specifications, and do general typing.

B 516. Senior Clerk-Typist—**180-200**

Performs duties of the sort usually performed by Senior Clerks and incidentally uses the typewriter. For example:

(a) Interview female complainants and witnesses in the office of the District Attorney for the purpose of securing information on which to base criminal charges, involving discretion in securing such information; and do general typing as required.

Division C

CUSTODIAL SERVICE

This Division includes duties involving the custody and cleaning of public buildings or other city property; also the guarding of city property or of private property under attachment.

C 1-50—Building Superintendent Subdivision

C 2. Assistant Superintendent of Auditorium—

§170-200

Assists the Superintendent in assigning space in the Auditorium and in supervising the care and use of the building.

C 4.—Superintendent of Auditorium—§200-250

Subject to general direction, is responsible for the care and use of the Exposition Auditorium, including arrangements for leasing, collection of rents or of damages caused by lessees, and reporting of needed repairs.

C 6. Superintendent of Building, Tuberculosis Hospital—

200-250

Directs Porters and other employees in the maintenance of the Tuberculosis Hospital building; employs Porters; keeps time of subordinates and maintains other required records; requisitions supplies; inspects the building and orders necessary repairs; is not responsible for nursing or medical care of patients.

C 51-100—Elevator Operator Subdivision

C 52. Elevator Operator—

145-155

Operates an elevator and directs visitors.

C 54. Elevator Starter—

160-170

Arranges shifts for a small group of Elevator Operators, keeps time of the group, acts as starter.

C 101-150—Janitorial Subdivision

C 101. Dressing Room Maid— (x)130-140
Attends ladies' dressing rooms in public buildings; keeps rooms clean.

C 102. Janitress— 130-140
Cleans, scrubs, and mops floors and walls; washes glass doors, partitions and windows, where work is not done at dangerous heights.

C 104. Janitor— 145-155
Cleans, scrubs and mops floors and walls in buildings and street cars; polishes brass and marble; waxes floors; washes windows, where work is not done at dangerous heights; places and removes temporary seats; assists with preparation of stages and platforms and with decorating for special occasions; cleans up rubbish from grounds; or, as an incident to these duties, cares for lawns and shrubbery, makes minor repairs, or regulates heating and ventilation.

C 105. Special Janitor— (x)162.50
Performs the duties of a janitor when such duties involve extra and unusual duties as required under Sections 6.750 to 6.772 of the State School Code.

C 106. Sub-Foreman Janitor— 160-170

C 106a. Sub-Foreman Janitor, War Memorial

C 106b. Sub-Foreman Janitor, Department of Public Works

C 106c. Sub-Foreman Janitor, Utilities

Performs the duties of a Janitor and incidentally directs a small group of Janitors or Janitresses.

C 108. Foreman Janitor— 175-185

C 108a. Foreman Janitor, Auditorium

C 108b. Foreman Janitor, Department of Public Works

Assists a Head Janitor in supervising a large group of Janitors or directs a large group of Janitors such as those at the Hall of Justice; looks after supplies; may keep time of subordinates.

C 110. Head Janitor— 225-275

Directs a large group of Janitors, such as the Janitors of the public buildings under jurisdiction of the Board of Public Works; orders supplies; keeps time of subordinates.

C 112. Supervisor of School Janitors— 200-225

Directs the work of all school Janitors during vacation and at other times investigates

and adjusts complaints relating to janitorial service; incidentally performs routine clerical duties as assigned.

C 151-200—Watchman Subdivision

C 152. Watchman— 145-155

Guards public property, performs incidental duties in connection therewith, and makes required reports. For example:

(a) Patrol public buildings or grounds at regular intervals;

(b) Guard other city property as assigned; or

In addition to any of the above duties perform related or incidental duties as required.

C 153. Bridge Attendant— 145-155

Watches bridges, stops traffic before bridge is raised, signals bridge operator when passage is clear, greases mechanism of bridges; in case of accidents secure names of witnesses and other information necessary to properly report such accidents.

C 154. Keeper, Sheriff's Office— §145-155

Guards property under attachment; delivers daily receipts to Sheriff's Office, prevents unauthorized removal of property under attachment, and supervises removal of seized property as directed.

C 156. Head Keeper, Sheriff's Office— 175-225

Directs the work of Keepers guarding property under attachment; receives and accounts for money collected from said Keepers; supervises the placing of Sheriff's locks on premises where property is held under attachment or execution; authorizes and supervises removal of such property; may also advertise and conduct Sheriff's sales.

C 201-250—Window Cleaning Subdivision

C 202. Window Cleaner— 160-170

Regularly and continuously cleans windows involving work at dangerous heights.

C 204. Sub-Foreman Window Cleaner— 175-185

Performs the duties of a Window Cleaner and incidentally directs a small group of Window Cleaners.

Division D

DETENTION SERVICE

This Division includes duties involving responsibility for the custody of prisoners; for the execution of attachments, writs, processes, jury summonses, or orders of the Court; for the maintenance of order in court; and for the transportation of prisoners, insane persons, juvenile offenders, and orphans to state institutions.

(For regular duties as peace officer or detective, see Police Division; for corrective work in Juvenile Detention Home, see Welfare Division; for guarding of public property or property under attachment, see Custodial Division.)

D 1-50—Bailiff Subdivision

D 2. Bailiff— 180-200

Maintains order in a court; guards juries; responsible for custody of prisoners while in court or for conducting prisoners between jails and court; serves jury summonses; executes court orders; also when required, conducts prisoners, insane persons, juvenile offenders or orphans to state institutions or serves attachments, writs, or processes as directed.

D 3. Woman Bailiff— (x)170-190

Performs the duties of a Bailiff when such duties involve the care of women jurors or the custody or transportation of women prisoners.

D 4. Sergeant-at-Arms, Board of Supervisors— §180-200

Maintains order at meetings of the Board of Supervisors and at meetings of committees of the Board; at other times, performs miscellaneous duties as directed.

D 51-100—Jailer Subdivision

D 52. Jail Matron— 170-190

Is responsible for custody of female prisoners confined to jail or working on assigned duties about the jail; also when required, conducts female prisoners between jails and courts or from jails to state prisons and female insane persons to state institutions.

D 54. Head Jail Matron— 190-210

Directs a group of Jail Matrons; assigns posts and duties; checks prisoners; orders supplies and is responsible for the administra-

tion of a small jail in which women are confined.

D 60. Jailer— 170-190

Is responsible for the custody of prisoners confined to jail or working on assigned duties about the jail; also, when required, conducts prisoners between jails and courts or from jails to state prisons and may also conduct insane persons, juvenile offenders, or orphans to state institutions.

D 64. Captain of Watch 190-210

Directs a group of Jailers, assigns posts and duties, and checks prisoners; or assists the Superintendent of Jail, as assigned, when such assignment involves supervisory responsibility; takes charge of the jail on night shifts or in the absence of the Superintendent of Jail.

D 66. Superintendent of Jail— 235-275

Has general charge of a separately maintained jail; directs the receiving, custody, discipline, and discharge of prisoners; is responsible for the care and maintenance of buildings and grounds; directs the keeping of records relating to operations, equipment, personnel, inmates and property of inmates; and prepares reports as required.

D 101-150—Writ Serving Subdivision

D 102. Writ Server— 190-220

Serves or executes attachments, writs, processes, or orders of the court and keeps such records as required; when required, conducts prisoners to state prisons, or insane persons, juvenile offenders, or orphans to state institutions; serves jury summonses; continuously requires irregular and extra hours on city and county business.

D 151-175—Criminologist Subdivision

D 152. Criminologist— (x)250-300

To visit scenes of crime or accident and draw diagram to scale or take photographs of scenes as evidence or to assist in apprehending criminals. To direct the photographing of prisoners, dead persons, finger prints and other objects of value as evidence. To make microscopic examination or tests of objects of evidence. To direct the work of the police photograph gallery.

Division E

ELECTRICAL TRADES SERVICE

This Division includes duties requiring skill in the electrical trades, the supervision or inspection of such duties, and the duties of assistants which require previous experience in these trades.

Duties normally allied with the Building Trades, such as those of Electricians and Electrical Inspectors, have been included here for better comparison with related employments.

(For duties requiring professional electrical engineering qualifications, see Engineering Division.)

E 1-50—Electrical Inspection Subdivision

E 2. Line Inspector— §210-250

Inspects overhead electrical and radio wiring systems and installations to insure adherence to laws and ordinances relating to elevation, clearance, and other safety factors; requires thorough knowledge of such laws and ordinances and the qualifications of a journeyman lineman.

E 4. Electrical Inspector— 215-265

Inspects electrical installations and construction in or about buildings for the purpose of enforcing laws and ordinances, and makes required reports; requires thorough knowledge of such laws and ordinances and the qualifications of a foreman or master electrician.

E 8. Chief Electrical Inspector— 250-300

Plans and directs the work of Electrical Inspectors, approves or disapproves plans and specifications for electrical installation, and supervises the maintenance of inspection records.

E 51-100—Fire Dispatching Subdivision

E 52. Fire Dispatcher— 200-235

Receives fire alarms and relays same to all fire companies; assigns equipment in response to "still" alarms; receives and sends messages in Morse Code; tests circuits and assists in locating circuit defects or, if necessary, makes emergency repairs to central station equipment; requires the knowledge and skill of an experienced telegraph operator.

E 54. Chief Fire Dispatcher— 225-275

Directs a group of Fire Dispatchers; is responsible for training new Fire Dispatchers; directs testing of equipment; maintains required records, and prepares required reports.

E 101-150—General Electrical Subdivision

E 104. Batteryman-Electrician— ¶225

Overhauls, repairs, assembles, charges, installs, inspects and keeps in good condition automobile storage batteries, adjusts and repairs automobile ignition and lighting system and magnitos.

E 106. Armature Winder— ¶1.12½h

Rewinds and repairs armatures.

E 108. Electrician— 9d

(1) Installs, repairs and maintains general electrical equipment, wiring and cable systems (exclusive of cable splicing) and electric conduit systems (including the necessary cutting and channeling for such installations) and other similar work requiring the experience and qualifications of a journeyman electrician; or (2) Installs, operates and maintains all sorts of electrical apparatus peculiar to self-maintained plants, such as scientific electrical apparatus, sterilizers, X-ray apparatus, inter-communicating telephone systems, electrical clock systems, automatic elevators, and electric refrigerators.

E 109. Stage Electrician—

Responsible for maintenance and operation of all stage electrical wiring and equipment at War Memorial Buildings. Also maintains house lights. Plans and produces special lighting effects as may be required in various performances. Must have the qualifications of a journeyman electrician and have experience in stage work.

E 110. Radio Maintenance Man— (x)8d

Repairs and maintains radio broadcast transmitter equipment and apparatus and installs, repairs and maintains radio receiving sets in Fire Department and Police Cars; requires a thorough experience with and technical knowledge of such equipment.

E 112. Foreman Electrician— 10d

Plans and directs the work of Electricians, assigns men to jobs, requisitions materials, estimates costs, inspects work, keeps time of subordinates, and makes reports.

**E 116. Superintendent of Plant,
Department of Electricity— 250-325**

Directs the construction, according to specifications and the maintenance of police, fire, and traffic signal systems; involves also maintenance of teletype system, short wave radio communication system for mobile cars and public address, amplifying apparatus, requires a thorough knowledge of electrical shop work and the use of Morse Code in testing apparatus.

E 120. Governorman— (x)150-175

Under supervision to operate governors regulating flow of water against water wheels at Hetch Hetchy Power House; operates generators, oil pressure sets, pumps, and auxiliary equipment in connection with generation of electric power; also assists in making minor repairs and adjustments to equipment and performs similar related duties.

E 130. Elevator Mechanic— (x)220

Maintains and repairs mechanical and electrical devices and equipment of elevators, including stage elevators.

E 151-200—Lineman Subdivision

E 154. Lineman— ¶185-215

Erects poles, and strings and maintains electric light, power, trolley, or signal lines and cables; tests lines and signal apparatus and removes and replaces defective apparatus; requires the experience and qualifications of a journeyman lineman.

E 156.—Cable Splicer— ¶19.50d

Makes joints and splices in all lead covered cables for light, power, and signal purposes; repairs, connects, and tests cables up to and including their terminals; requires the qualifications of a journeyman cable splicer.

**E 160. Foreman Lineman, Public
Utilities— ¶215-240**

Plans and directs the work of Linemen in the construction and maintenance of trolley systems.

**E 162. Foreman Lineman, Department
of Electricity— ¶215-240**

Plans and directs the work of Linemen in the installation and maintenance of police, fire and traffic signal systems.

Division F

ENGINEERING SERVICE

This Division includes only duties requiring professional engineering training or specialized training allied thereto.

(For electrical and steam operating engineers, see Miscellaneous Trades Division.)

F 1-50—Administrative Subdivision

The Administrative Subdivision covers the planning and direction of major engineering projects, but not the supervision of engineering duties falling within a single subdivision of this service.

F 2. Assistant Engineer, Water Service— 400-500

Under general direction of the Chief Engineer, exercises general supervision over the construction, operation and maintenance of all engineering work of the Water Service Bureau outside of San Francisco.

F 4. Second Assistant City Engineer— 500-650

Exercises general supervision over surveys and over the design, construction, and maintenance of all municipal engineering projects within the City except tunnel and public utility construction; regularly represents the City Engineer's Office before the Board of Supervisors or its committees when municipal improvements are being considered.

F 8. First Assistant City Engineer—500-750

Exercises general supervision over the design and construction of all tunnels and over the design, construction, and operation of municipally owned water and power projects and street railways; also assumes charge of the Bureau of Engineering in the absence of the City Engineer.

(*) F 10. City Engineer— (x) 500-650

Subject to administrative approval, directs various engineering projects such as sewers, streets, tunnels, etc., coming under the jurisdiction of the Department of Public Works.

F 14. Consulting Engineer, Public Utilities Commission—(x) 500-650

Acts in consulting and advisory capacity to Public Utilities Commission on engineering

problems and subject to approval of Public Utilities Commission directs engineering activities in connection with Hetch Hetchy construction and such other engineering activities as may be assigned.

F 51-100—Aeronautical Subdivision

(*)F 51. Junior Meteorological Computer— (x)125-150

Under supervision assists in preparing weather maps and meteorological data and records. Observes weather conditions and types reports and records.

(*)F 52. Meteorological Computer— 150-175

Observes weather conditions; collects, computes and records weather data; prepares weather reports and maps; requires a knowledge of meteorology.

(*)F 54. Meteorologist— 225-275

Directs the collection, tabulation, analysis and dissemination of meteorological data; supervises the preparation of weather maps; prepares weather reports.

(*)F 56. Inspector of Aircraft— 175-225

Performs the duties of an Airport Attendant and in addition inspects motors and planes; requires a thorough knowledge of aircraft and motor construction and safety factors; must hold both Airplane Mechanic's and Engine Mechanic's licenses issued by the U. S. Department of Commerce.

(*)F 60. Assistant Superintendent of Municipal Airport— §200-250

Assists in directing the operation of the Municipal Airport; collects fees, rents and other revenues; in the absence of the Superintendent supervises landing and departure of aircraft; requires a knowledge of aircraft and airport regulations.

(*)F 62. Superintendent of Municipal Airport— §400-500

Subject to administrative approval, directs the operation of the Municipal Airport; assigns hangar space; sees that aircraft and pilots are licensed; examines non-licensed pilots and aircraft to determine whether or not to grant permission to take off; looks after collection of fees, rents, and revenues; enforces regulations of the airport; requires a knowledge of such matters as aircraft construction, safety factors, and flying conditions.

F 101-150—Architectural Subdivision

F 102. Architectural Draftsman— 200-250

Regularly performs general drafting and computing duties with particular emphasis on the preparation of drawings, plans, specifications, etc., for the construction or repair of buildings.

F 104. Architectural Estimator— 250-325

Checks plans and specifications submitted by architects bidding on construction of public buildings to insure conformity to specifications of the City Architect; also checks progress estimates of contractors as a basis for progressive payments.

F 106. Architectural Designer— 250-325

Performs the duties of an Architectural Draftsman, and in addition directs the preparation of plans and specifications for the construction or repair of buildings; directs the work of draftsmen as assigned.

F 108. Architect — 300-375

Regularly supervises the design, construction and alteration of buildings of major proportions; directs draftsmen and inspectors as required.

F 112. City Architect— 400-500

Subject to administrative approval to prepare plans and specifications for public buildings and to supervise and be responsible for inspection of construction and equipment of public buildings in course of construction. Required to hold a certificate issued by the State of California for the practice of architecture.

F 151-200—City Planning Subdivision

(*)F 158. City Planning Engineer and Secretary— 275-375

Acts as executive officer of the City Planning Commission; maintains official maps of zones and set-back lines; handles procedure connected with requests for re-classification and hearings thereon; makes independent field investigations when necessary.

F 201-250—Civil Engineering Construction Subdivision

F 202. Inspector of Public Works Construction— 200-225

Performs inspection duties on engineering projects, such as streets, sewers, sidewalks, walls, etc., where no professional engineering or surveying knowledge is required; sees

that materials and workmanship conform to plans and specifications; sees that lines and grades are followed; makes cost and progress reports. Works alone on minor projects or under immediate supervision on major projects.

F 204. Civil Engineering Inspector— 225-250

Inspects the construction of minor engineering projects or assists in the inspection of construction on major engineering projects where such duties involve responsibility for locating lines and levels and for computing grades, curves, etc., or for computing quantities and costs on major projects; requires ability to do surveying and a knowledge of engineering formulae; sees that workmanship, materials, lines and grades conform to specifications; makes required reports.

F 206. Senior Civil Engineering Inspector— 250-275

Performs the duties of a Civil Engineering Inspector on major engineering projects, and in addition thereto directs the work of subordinate inspectors and others working on such projects.

F 208. Chief Civil Engineering Inspector, Minor Projects— 275-325

Directs the inspection of construction on all minor engineering projects, such projects usually being in progress simultaneously at various locations; checks the work of subordinate inspectors.

F 210. Chief Civil Engineering Inspector, Major Projects— 325-400

Directs the inspection of construction on major engineering projects, such projects usually being in progress simultaneously at various locations; checks the work of subordinate inspectors.

F 214. Construction Engineer— 300-350

Under general direction only, supervises the construction of a very large engineering project such as a large tunnel; directs the work of Civil Engineering Inspectors and others assigned to such project; may also assist in directing the design of projects.

F 216. Maintenance of Way Engineer, Municipal Railway— §275-325

Under general direction only, supervises the maintenance, repairs and construction of roadbed, tracks and appurtenances for the Municipal Railway.

F 218. Superintendent of the Bureau of Street Repair— 350-500

Subject to administrative approval, directs all activities of the Bureau of Street Repair; cooperates with the Bureau of Engineering in the development of street reconstruction programs; requires the qualifications of a civil engineer.

F 220. General Superintendent of Streets—

Subject to administrative approval: directs all activities in connection with the cleaning, repair and reconstruction of streets; directs and schedules the hauling and disposal of street cleanings; cooperates with the Bureau of Engineering in the development of street reconstruction programs; directs and supervises such reconstruction operations; approves requisitions for supplies and materials and performs other duties in connection with the general supervision and direction of the work of the Bureau of Streets.

F 251-300—Civil Engineering Design Subdivision

This Subdivision includes duties involving chiefly a knowledge of general engineering drafting and the supervision of such duties. For duties involving a knowledge of architectural, electrical, mechanical, and structural drafting, see appropriate Subdivision of this Division. For duties involving a knowledge of drafting but responsibility for a definite permanent assignment, see Special Assignments Subdivision.

F 252. Junior Civil Engineering Draftsman— 160-200

Prepares maps of streets, lots, and miscellaneous plans from field notes or other records, or makes corrections in such maps; requires ability to do neat drawing and lettering, but does not involve the use of complicated engineering formulae.

F 254. Civil Engineering Draftsman—200-250

Prepares working drawings from field notes and other instructions; makes or checks computations requiring a knowledge of engineering formulae and their application; assembles specifications; prepares assessments for minor projects.

F 256. Cartographer and Art Designer— 210-265

Regularly does especially artistic drafting, fancy lettering and engrossing; prepares relief maps, models, etc., as required.

**F 258. Senior Civil Engineering
Draftsman—**

225-275

Performs the duties of a Civil Engineering Draftsman, and in addition thereto is frequently given special assignments involving ability to work independently, such as making field investigations to suggest solutions to minor engineering problems, or gathering general information needed in connection with problems of design and utilizing same in connection with assigned drafting work, or computation work involving an expert knowledge of higher mathematics and more than ordinary knowledge of engineering formulae, or checking construction plans and reports for field changes, or may be called upon to prepare plans and specifications for steel or concrete structures, requiring a knowledge of mechanics of materials.

F 260. Civil Engineering Designer— 250-325

Performs the duties of a Senior Civil Engineering Draftsman and in addition directs the preparation of plans, specifications, and estimates for major improvements or projects, such as major highways and boulevards, tunnels, and reclamation projects; conducts investigations and confers with public; orders surveys or secures necessary data; prepares engineering reports; directs the work of subordinate draftsmen; when required, prepares assessment districts to defray the cost of major construction projects; requires thorough knowledge of engineering design and mechanics of materials.

**F 262. Sanitary Engineering
Designer—**

250-325

Performs the duties of a Senior Civil Engineering Draftsman, and in addition directs the preparation of plans and specifications for sewers and drainage systems; orders surveys or secures necessary data; directs the work of subordinate draftsmen; when required, prepares assessment districts to defray the cost of major construction projects.

**F 270. Chief Civil Engineering
Designer—**

375-475

Directs the design of, and preparation of plans and specifications for, major engineering projects; supervises the work of the Central Drafting Room, including draftsmen and designers of civil, mechanical, and structural branches of engineering.

F 301-350—Civil Engineering Design and Construction Subdivision

F 304. Supervisor of Playground Construction and Maintenance— 250-325

Supervises the design and construction of buildings, grounds and playground apparatus, including the surveying and laying out of new grounds; also directs the care and maintenance of grounds and the workmen engaged thereon.

F 320. Senior Civil Engineer— 400-525

Under general direction only, develops preliminary estimates and plans for contemplated projects of the first magnitude; consults with engineers in charge of design or construction of major projects; gives advice on matters requiring specialized engineering knowledge of the highest order; directs a group of draftsmen and designers as required.

F 351-400—Electrical Engineering Subdivision

F 351. Junior Electrical Engineer—(x)160-200

Under direction and supervision to prepare reports of production and distribution of power generated; prepare estimates of cost of operation and repairs on alterations to equipment or plant and as assigned to prepare drawings of layout of equipment and perform such other related duties as may be assigned.

F 352. Electrical Draftsman— 200-250

Regularly prepares working drawings of electrical construction or equipment; makes or checks computations involving a knowledge of engineering formulae; assembles plans and specifications.

F 354. Electrical Engineering Designer— 250-325

Performs the duties of an Electrical Draftsman, and in addition directs the preparation of plans and specifications for electrical construction or equipment; directs the work of draftsmen as assigned; may also make tests of electrical equipment, make surveys of electrical requirements, or do related specialized work.

F 356. Electrical Engineering Inspector— 225-275

Inspects electrical installations and apparatus of municipally owned projects, tests motors and inspects electrical equipment being

manufactured for or delivered to the City; incidentally performs the duties of an Electrical Draftsman.

F 360. Assistant Electrical Engineer—250-325

Regularly assists in supervising the design and construction or installation of major electrical engineering projects; directs draftsmen and inspectors as required.

F 362. Electrical Engineer—300-375

Directs electrical design and construction, involving responsibility for a major division of the city's electrical engineering work, such as street railways or general electrical construction; directs designers, draftsmen, and inspectors as required.

F 366. Chief, Department of Electricity—400-500

Subject to administrative approval, directs all of the work of the Department of Electricity; designs improvements in fire alarm, police, and traffic signal systems; supervises construction, operation, and maintenance of such systems and also the inspection of private electrical installations.

F 370. Chief Electrical Engineer—500-650

Directs all electrical design and construction under control of the city, except that covered by the Department of Electricity; directs the operation of municipal power houses and transmission lines; also has charge of mechanical design and construction in connection with street railways.

F 401-450—Hydraulic Engineering Subdivision

F 401. Junior Hydraulic Engineer—(x)160-200

As directed performs various assignments involving some knowledge of hydraulic engineering such as determining measurements of water flow through open and closed conduits to determine loss or if larger pipes are needed to provide pressure or supply sufficient for needs of the locality; also compiles water consumption and production statistics; incidental routine drafting and minor inspection duties as directed.

**F 404. Hydraulic Engineering
Designer—250-325**

Performs the duties of a senior civil engineering, structural or mechanical draftsman, and in addition regularly directs the preparation of plans, specifications and estimates for major elements of an hydraulic engineering project; orders surveys or secures necessary

data; directs the work of subordinate draftsmen; requires thorough knowledge of engineering design, particularly with regard to the application of hydraulic formulae.

F 406. Assistant Hydraulic Engineer— 250-325

Regularly assists in supervising the design and construction or installation of hydraulic structures and equipment; directs draftsmen and inspectors as required.

F 408. Hydraulic Engineer— 300-375

Regularly supervises the design and construction or installation of hydraulic structures and equipment; directs draftsmen and inspectors as required.

F 451-500—Mechanical Engineering Subdivision

F 452. Mechanical Draftsman— 200-250

Regularly and continuously prepares working drawings and specifications for mechanical equipment; makes or checks computations involving a knowledge of engineering formulae; assembles plans and specifications.

F 454. Mechanical Engineering Designer— 250-325

Performs the duties of a Senior Civil Engineering Draftsman or of a Mechanical Draftsman, and in addition regularly prepares plans and specifications for mechanical equipment; directs the work of draftsmen as assigned.

F 456. Designer, Street Railway Equipment— 250-325

Regularly performs the duties of a Mechanical Designer as they apply to the design of street railway rolling stock and passenger busses.

F 460. Assistant Mechanical Engineer— 250-325

Regularly assists in supervising the design and construction or installation of mechanical equipment; directs draftsmen and inspectors as required.

F 462. Mechanical Engineer— 300-375

Regularly supervises the design and construction or installation of mechanical equipment of a major project; directs draftsmen and inspectors as required.

F 501-550—Miscellaneous Assignments Subdivision

This Subdivision includes those duties which involve responsibility for a definite permanent assignment (as distinguished from temporary assignments to special engineering projects) except where such duties are classified in other Subdivisions for better comparison with related employments.

F 502. Engineer of Assessments and Complaints— 250-300

Directs the work of Street Inspectors and the procedure connected with the making of public improvements; also has charge of improvements ordered in the interests of public safety, the adjustment of complaints and grievances, and related matters requiring a thorough knowledge of engineering construction.

F 506. Engineer of Grades— 250-300

Directs investigations leading to the establishment or changing of official street grades and the preparation of preliminary plans and estimates for improvements in street grades; where necessary, recommends changes in property lines or street boundaries; confers with public; orders surveys; prepares ordinances; directs subordinate draftsmen.

F 510. Engineer of Street Improvement Investigations— 250-300

Investigates requests of property owners for street improvements; directs the preparation of preliminary estimates and plans and initiates the necessary proceedings thereon; recommends what share of the cost of improvements shall be borne by the City in cases where the City owns property adjacent to an improvement or where the improvement is of more than local benefit; directs subordinate draftsmen.

F 514. Engineer of Street Improvement Plans— 300-350

Directs the preparation of final plans and specifications for street construction work; checks final surveys and inspection reports against plans and makes final estimates as a pre-requisite to acceptance of jobs; directs design of pavements, street railway grades, and other major projects as assigned; prepares and maintains official records of completed street improvements; directs the work of a group of draftsmen.

F 518. Office Engineer— 250-325

Performs office duties not separately classified and requiring a comprehensive knowledge

of engineering design and construction. For example:

(a) Advise the public, answer questions, adjust complaints, and perform related duties requiring comprehensive engineering training and experience and a thorough knowledge of engineering department organization and procedure;

(b) Prepare publicity or deliver lectures on engineering projects of the City and perform related duties requiring comprehensive engineering training and a thorough knowledge of the completed and contemplated engineering projects of the City; or

(c) Check and approve inspectors' progress reports as a basis for progressive payments on engineering contracts, and perform related duties requiring a thorough knowledge of engineering construction.

(*)F 520. Consulting Sanitary Engineer—

Advises and consults with officials regarding sewage and garbage disposal problems, involving studies and developments of plans for the improvement of methods and maintenance of sanitary conditions.

F 524. Water Purification Engineer—

(x) 180-200

Takes samples of water from reservoirs and pipe lines. Makes biological, bacteriological and chemical analysis of water samples. Supervises hydraulic measuring and recording devices and conducts electrolysis surveys. Supervises chlorination, coagulation and treatment of water to maintain pure water supply and sanitary conditions and for control of taste and odors. Performs other related duties as assigned.

**F 551-600—Structural Engineering
Subdivision**

F 552. Structural Draftsman— 200-250

Regularly and continuously prepares working drawings and specifications for steel or concrete structures, requiring a knowledge of mechanics of materials; makes or checks computations involving a knowledge of engineering formulae and practice in structural design; assembles plans and specifications.

**F 554. Structural Engineering
Designer— 250-325**

Performs the duties of a Senior Civil Engineering Draftsman or of a Structural Draftsman, and in addition directs the preparation of plans and specifications for walls, bridges and other steel or concrete structures; di-

rects the work of draftsmen as assigned; collects necessary data for calculation of stresses, strains, etc.

F 556. Structural Engineering Inspector— 250-300

As directed, investigates and reports on structural conditions of existing buildings; checks shoring in excavations; assists in examination of excavations; checks loadings in buildings to prevent overloading.

F 558. Structural Engineer— (x)250-300

Performs the duties of a Structural Engineer Inspector, and in addition regularly inspects and checks structural features of building plans and specifications when such duties require a knowledge of structural design and formulae. Recommends the scope of examinations of foundations and correlates and interprets the information obtained and checks Inspector's reports.

F 560. Superintendent, Bureau of Building Inspection— 500 650

Subject to administrative approval, has charge of enforcement of laws and ordinances relating to the construction of private buildings; supervises the work of all Building Inspectors and Engineers assigned to the Bureau of Building Inspection. Requires as a minimum the training, qualifications and experience of a Structural Engineer.

F 601-650—Surveying Subdivision

This Subdivision includes those duties which require chiefly a thorough knowledge of the use of surveying instruments and the application of engineering formulae to surveying operations; also the supervision of such duties.

F 605. Surveyor's Field Assistant—(x)175-200

Chains, rods, gives sights, sets stakes, operates transit, level or plane table, makes notes and diagrams and calculations from field notes in the field or in the office, requiring a knowledge of trigonometry but not involving drafting ability.

F 610. Surveyor— 250 275

Directs lot, street, topographical, and triangulation surveys as chief of party; keeps notes on same; lays out lines for highways, streets, tunnels, bridges, cuts, fills, and street railways.

F 612. Office Surveyor— 210-250

Assembles and compiles data for survey parties requiring a knowledge of existing survey records and maps; adjusts monument

lines and survey data to conform to official records and maps. Requires a knowledge of surveying.

F 614. Assistant Chief Surveyor— 275-300

Assists the Chief Surveyor in assigning work to surveyors, computers and draftsmen, and in checking such work; also performs assigned duties of the Chief Surveyor in his absence.

F 616. Chief Surveyor— 325-375

Directs official surveying and mapping for the City and County; supervises the work of survey parties and of map draftsmen and computers; and in addition is responsible for such work as preparing legal descriptions for all property to be acquired by the City, for proceedings for the opening, closing, widening, and straightening of streets, for the "location" of new streets, for supervising the mapping of new subdivisions, for the investigation of land titles to City property, and for the adjustment of old but official maps to the existing physical conditions of property.

F 651-700—Traffic Subdivision

F 652. Inspector of Loading Zones— 175-225

Inspects the necessity and desirability of creating or abolishing loading zones, including the interviewing of petitioners or interested parties; investigates traffic conditions; maintains required records.

F 654. Traffic Checker— (x)155-175

Studies traffic conditions, including such duties as making counts, studying the flow of traffic and measuring the speed of traffic; reports traffic hazards and causes of delay and other reports as required.

F 664. Traffic Engineer— 300-375

Prepares plans and makes recommendations for the enforcement of traffic ordinances, including such duties as assembling traffic and accident data, supervising or assisting in supervising the placing, maintenance, and operation of traffic signs, signals, and markings, planning location, types, and timing of traffic signals, designing electrically illuminated traffic signs or improved traffic buttons, on requests investigating and making recommendations regarding traffic aspects of proposed changes in bridges, highways, parking stations, garage entrances, sidewalk services to buildings, etc.; directs the work of inspectors, draftsmen and other subordinates engaged in carrying out these duties; prepares reports.

F 701-750—Valuation Subdivision

(*)F 702. Valuation Engineer— 250-300

Appraises the value of properties of private corporations, including engineering structures, installations, and equipment, as a basis for public estimates of true value; checks such appraisals against corporation inventories; prepares exhibits and reports.

(*)F 704. Senior Valuation Engineer—300-375

Assists in directing the work of Valuation Engineers; analyzes operating methods and records; locates duplication or unnecessary expense; directs the preparation of exhibits and reports.

(*)F 706. Chief Valuation Engineer—500-650

Plans and directs the appraisal of properties of a large corporation, including supervision of the work of Valuation Engineers and accountants and the preparation of exhibits and reports.

Division G

EXAMINING AND EVALUATION SERVICE

This Division includes the duties of examination, investigation, and evaluation of the various factors involved in the appraisal of property or damages, and in the selection or placement of candidates for employment.

G 1-50—Appraisal Subdivision

G 2. Real Estate Appraiser— 190-225

Appraises real estate for assessment purposes or investigates complaints regarding assessments of real estate; or, as assigned, checks and compares conflicting valuations of real estate.

G 4. Senior Real Estate Appraiser— 250-325

Performs the duties of a Real Estate Appraiser, and in addition directs the appraisal of all real estate and the work of all clerks or appraisers assisting in the preparation of real estate assessments, the compilation of data, and the records connected therewith.

G 8. Improvements Appraiser— 190-225

In an assigned district, appraises buildings and other improvements to real property for

assessment purposes or investigates complaints regarding improvement assessments.

G 10. Senior Improvements

Appraiser—

250-325

Performs the duties of an Improvements Appraiser, and in addition directs the appraisal of all improvements to real property and the work of all clerks or appraisers assisting in the preparation of improvement assessments, the compilation of data, and the records connected therewith.

G 14. Personal Property Appraiser—190-225

Appraises personal property for assessment purposes or investigates complaints regarding personal property assessments, when such duties involve the analysis of owners' accounts to determine values and the application of a broad knowledge of personal property values.

G 16. Senior Personal Property

Appraiser—

250-325

Performs the duties of a Personal Property Appraiser, and in addition directs the appraisal of personal property and the work of all clerks or appraisers assisting in the preparation of assessments of personal property and the records connected therewith; examines declarations of owners where large amounts of property are involved and approves same or orders appraisal made; supervises the collection of unsecured personal property taxes.

(*)G 20. Chief Assistant Assessor—

(x)300-400

Subject to the direction of the Assessor, acts as general assistant to the Assessor in supervising and administering the duties of the office, involving direction and supervision of assessments, exemptions, collections, etc. To represent the Assessor, as assigned, in dealings with other city departments, and the county and the State Board of Equalization. To perform such other duties as may be assigned by the Assessor. In the absence of the Assessor, to represent him in all matters relating to the assessment of taxable property in the city and county.

G 51-100—Civil Service Subdivision

G 52. Assistant Civil Service Examiner—

(x)175-225

Assists examiners in preparing questions, administering examinations, rating and scoring examination papers, preparing eligible lists, and incidental related duties.

G 54. Special Civil Service Examiner— ‡

As occasion requires, prepares questions and "keys" and rates participants in civil service examinations where specialized or technical knowledge is required.

G 58. Civil Service Examiner— (x)225-300

As a full time occupation, prepares general civil service examination questions and "keys" for scoring same, administers examinations, rates and scores examination papers, prepares eligible lists, and as required, investigates the duties of positions.

G 59. Assistant Personnel Expert—(x)300-375

Assists in securing such information and data as may be required for classification of duties, analyze such data and make recommendations and reports thereon. To act as principal assistant to the Chief Examiner in the preparation and administration of examinations, and as assigned perform duties involving responsibility for general activities of the office of the Chief Examiner.

G 60. Personnel Expert— (x)375-450

Under the supervision of the Secretary of the Civil Service Commission to make surveys and analyses of duties and responsibilities of employments as a basis for the classification of such duties and to make recommendations thereon; to make surveys and secure data regarding wages and salaries, analyze such data and prepare recommendations as a basis for salary standard proposals; to maintain an employee service rating system; to perform such other duties relating to personnel administration or other matters as may be assigned by the Secretary of the Civil Service Commission.

G 62. Chief Examiner and Secretary, Civil Service Commission— (x)450-550

Subject to administrative approval, as executive officer of the Civil Service Commission, enforces civil service laws, rules, and policies; supervises the preparation and administration of examinations, the maintenance of eligible lists, the certification of eligibles for appointment, the checking and approval of payrolls, and all other duties of the offices of the Commission.

G 101-150—Claims Subdivision

G 106. Claims Adjuster— 275-350

Directs investigations of accidents in which property or employees of a large department or bureau of the city, such as those of the Municipal Railway, are involved, and also

assists in settlement of claims subject to approval of the City Attorney.

G 151-200—License Adjusting Subdivision

G 152. License Adjuster — 190-225

Investigates and adjusts complaints from licensees and license collectors regarding over or under charges; fixes or adjusts rates on new apartments.

G 201-250—Right of Way Subdivision

G 202. Division Right of Way Agent— ¶300

Appraises property and damage claims in connection with the purchase of property for City use and conducts negotiations for purchase of property and settlement of property damage claims.

G 204. Assistant Chief Right of Way Agent— ¶375

Performs the duties of a Division Right of Way Agent; assists in directing the work of such employees and assigns work to them; assists in supervising the clerical work of the office.

G 206. Chief Right of Way Agent— ¶600

Directs the work of all Right of Way Agents in appraising and acquiring property for the City's use; approves appraisals; directs negotiations and cooperates with the City Attorney's office in condemnation proceedings.

(a) Division H

FIRE SERVICE

This Division includes duties involving responsibility for the prevention and control of fires, and the operation of special equipment. The compensations for these duties are fixed by Charter. For duties of fire service employees whose salaries are fixed by annual appropriation and salary ordinances, see separate classifications.

H 2. Fireman, Fire Department— 180-200 (charter)

Under immediate supervision, keeps in readiness to respond to fire alarms as a member of a fire fighting company; attends fires and assists as directed in extinguishing

them and in saving lives and property; acts as driver, tillerman, truckman, hoseman, or stoker; performs work around quarters; works an assigned shift; performs other duties as required.

H 10. Chief's Operator, Fire Department—
210 (charter)

Drives cars of battalion chiefs or other ranking officers of Fire Department in responding to fire alarms. Stands by signal boxes to send and receive messages requiring a knowledge of Morse Code.

H 15. Engineer of Fire Engines—
220 (charter)

Performs general duties of firemen.

H 20. Lieutenant, Fire Department—
222.50 (charter)

Performs the duties of captain during the latter's absence.

H 30. Captain, Fire Department—
235 (charter)

Alternates with a lieutenant during an assigned shift as commanding officer of a fire company; under direction of a battalion chief, is responsible for the work and discipline of the company and the condition of its quarters and apparatus; does other work as required.

H 40. Battalion Chief, Fire Department—
350 (charter)

Under general direction, is responsible for the fire-fighting efficiency and commands the operations of the fire companies in an assigned district; responds to all fire alarms during an assigned shift; inspects buildings in his district; does other work as required.

**H 50. Assistant Chief Engineer,
Fire Department—** 400 (charter)

Responds to all alarms of fire while on duty during an assigned shift and during the absence of the Chief Engineer has supreme command over all department members on duty at the time; assists the Chief in the management of the department; performs other duties as directed by the Fire Commission and Chief Engineer.

H 102. Marine Stoker of Fire Boats—
205 (charter)

During an assigned watch, attends oil fired marine steam boilers on fire boats along the harbor front; operates auxiliary equipment; cleans tubes, boilers, burners, and pipe lines; oils machinery; does other work as required.

H 110. Marine Engineer of Fire Boats— 255 (charter)

During an assigned watch, is responsible for the operation, care and maintenance of marine steam engine and auxiliary equipment on a fire boat; performs other work as required; must have suitable license from U. S. Steamboat Inspection Service.

H 120. Pilot of Fire Boats— 255(charter)

During an assigned watch acts as pilot and master of a steam fire boat, operating on the water front and carrying a fire company; co-operates with company officer when landing for fire service; is responsible for navigation and mooring of a vessel; must have suitable license from U. S. Steamboat Inspection Service.

Division I

INSTITUTIONAL SERVICE

This Division includes those duties performed at institutions which require no professional training and which are not classified in other Divisions for better comparison with related employments.

(See also Custodial, Detention, Medical, Nursing, and Welfare Divisions.)

I 1-50—Food Preparation Subdivision

I 2. Kitchen Helper— ‡

Performs general kitchen duties under the direction of a Cook, such as cleaning and preparing vegetables, assisting in serving foods, cleaning equipment and utensils, washing dishes, polishing silver, mopping floors, and similar duties as required.

I 6. Pastry Cook— 182

Bakes bread, pies, cakes, puddings, and pastries for large groups; requires the qualifications of a pastry cook with commercial experience.

I 8. Head Baker— 182

Bakes bread and rolls for large groups; supervises helpers; requisitions flour and other ingredients as required; makes reports; requires qualifications of a journeyman baker.

I 12. Cook— 169

Does general cooking requiring the qualifications of a cook with commercial experience.

I 14. Junior Chef— 182

Does general cooking, baking and incidental butchering, and in addition directs the preparation and serving of meals to large groups; supervises subordinates, inmates, or prisoners assigned to assist; requisitions supplies; in penal institutions is also responsible for the custody of "trusties" assigned as helpers.

I 16. Chef— 208

Directs the preparation of all meals at a large institution, such as the San Francisco Hospital or Laguna Honda Home; supervises subordinate Cooks and other helpers; and requisitions supplies.

I 22. Butcher— 169

Cuts meats for cooking; requires the knowledge of an experienced butcher.

I 24. Senior Butcher— 210

Performs the duties of a Butcher, and in addition slaughters and dresses animals for food consumption, cures and pickles meats, and makes lard; orders meats; approves bills; and maintains required records.

I 51-100—Food Serving Subdivision

I 52. Pantrymaid or Pantryman— 95

Prepares simple salads, fruits, or berries, and special foods according to prescribed diets; prepares trays for patients; checks dining room linen; and assists in washing dishes.

I 54. Waitress— 115

Sets tables and serves meals.

I 56. Waiter— 115

Sets tables and serves meals.

I 58. Dining Room Steward, Laguna Honda Home— 150

Directs large number of inmate help who act as waiters and waitresses in dining rooms of inmates and employes, makes requisition for all dining room equipment, and is responsible for cleanliness of said dining rooms and their equipment and the preservation of discipline.

I 101-150—General Institutional Help Subdivision

(*)I 102. Inmate Helper— ‡

Performs, during part time, such custodial or institutional duties as may be approved

by medical officers while an inmate of a City institution (other than penal) receiving maintenance and medical care as a public ward or as a convalescent kept at public expense.

(*) I 103. Institutional Help— (x) 67.50-77.50

Performs routine institutional duties including the duties performed by student nurses in institutions where the gross compensation, including maintenance allowances, is less than \$80.000 per month, but does not include duties of bookkeepers, clerks, stenographers, elevator operators, telephone operators, technicians, mechanics, or professional or related duties.

I 106. Morgue Attendant— 95-125

Cleans and washes the bodies of deceased persons; prepares bodies for burial after autopsies; and maintains required records.

I 110. Institutional Attendant— 115-140

Is responsible for the conduct and care of inmates of other than penal institutions but not for the care of bed patients involving the duties of a Nurse or Emergency Hospital Steward; adjusts differences between inmates; sees that wards or floor to which assigned are properly cleaned; and, as required, assists in serving meals or renders simple first aid treatments.

I 112. Head Institutional Attendant— 175-200

Directs the work of Hospital Attendants; requisitions supplies and clothing and issues same to inmates; assigns work to inmates.

I 116. Orderly— 85-115

As "ward maid" or "orderly" assists in caring for patients; answers lights; bathes patients; makes beds; carries serving trays; gives simple treatments; makes bandages and compresses; takes throat cultures; and keeps simple records in connection therewith. Does not require the training of a registered nurse.

I 118. Senior Orderly— 115-140

Performs the duties of an Orderly and in addition gives genito-urinary treatments; makes and adjusts plaster cast bandages and splints; or performs the duties of an Orderly during the night when such duties involve responsibility for the general care of patients in a ward.

I 122. House Mother— 125-135

Is responsible for the general conduct of student nurses, involving the issuance of late or over-night passes; also advises with students regarding social affairs or conduct.

I 151-200—Laundry Subdivision

I 152. Flatwork Ironer— 90

Feeds a mangle or folds articles coming off the mangle, and performs other related duties as directed.

I 154. Laundress— 100

Operates drying cylinders, folds dry laundry, operates a small mangle, performs the work of press hand, body ironer, flat work finisher, dry room worker, linen room hand and other related duties as directed.

I 156. Starcher— 130

Prepares starch solutions, starches and wrings laundry, finishes starched collars and shirts, and performs related duties as directed.

I 158. Sorter— 130

Sorts and counts laundry before washing, operates a wringer, and performs related duties as directed.

I 164. Marker and Distributor— 130

Sorts, marks, and distributes laundry, and directs subordinate Sorters and Markers and Distributors.

I 166. Wringerman— 136

Operates a wringer, and cleans and greases wringers.

I 170. Washer— 135

Loads, empties, and operates washing machines, and prepares soap solutions and bluing.

I 172. Head Washer— 155

Performs the duties of a Washer and in addition directs the work of other washers.

I 174. Superintendent of Laundry, Laguna Honda Home— 175-225

Directs the operation of the laundry at Laguna Honda Home, makes reports, and requisitions materials.

I 178. Superintendent of Laundry, San Francisco Hospital— 200-275

Directs the operation of the laundry at the San Francisco Hospital, makes reports, and requisitions materials.

I 201-250—Porter Subdivision

I 202. Chambermaid— 75-105

Makes beds, dusts, sweeps, and mops; or washes glassware, etc.

I 204. Porter—

85-110

Performs routine institutional duties such as collecting, disinfecting or incinerating garbage, waste and refuse; delivering laundry to wards; collecting and disinfecting laundry; filling and emptying washing machines; spraying rooms to exterminate vermin; sterilizing materials such as surgical dressings and appliances, bedding, mattresses, uniforms, etc.; conveying food and dishes between wards and kitchens; and other similar duties as directed.

I 206. Porter Sub-Foreman—

95-125

Performs the duties of a Porter and incidentally directs a small group of Porters or inmates performing such duties.

I 208. Porter Foreman—

105-135

Assists a Head Porter in supervising and directing a large group of Porters; checks supplies and keeps time of subordinates.

I 210. Head Porter—

175-200

Directs a large group of Porters, such as all Porters at the San Francisco Hospital, including responsibility for hiring and disciplining of such Porters; orders supplies.

I 251-300—Sewing Subdivision

I 254. Seamstress—

100-120

Marks linen, blankets, pillows, and mattresses with identification tags; mends and makes towels, sheets, baby clothes, etc.; makes rubber covers to fit over mattresses; and performs related duties as directed; may requisition materials.

I 256. Head Seamstress—

120-140

Mends and makes sheets, shrouds, tablecloths, nightgowns, pajamas, etc.; directs a group of Seamstresses; and requisitions materials as required.

I 301-350—Vocational Training Subdivision

I 302. Instructor in Basketry—

§120-150

Instructs inmates of an institution such as Laguna Honda Home in the weaving of baskets and reed furniture.

I 304. Instructor in Weaving—

§120-150

Instructs inmates of an institution such as Laguna Honda Home in the weaving of rag rugs and other similar products.

Division J

LABOR SERVICE

This Division includes duties involving manual labor or the supervision of such labor, except where such duties have been separately classified in other divisions for better comparison with related duties.

(See also Building Trades, Electrical Trades, Metal Trades, or Miscellaneous Trades Divisions. For unskilled labor duties not included in this Division, see Custodial or Institutional Divisions.)

J 1-50—General Labor Subdivision

J 4. Laborer— ¶6d

Under direction, performs such unskilled manual duties as the following:

Loading, unloading, wheeling, or shovelling, lumber, pipe, sand, rock, dirt, debris or paving, building or other heavy materials;

Assisting in setting curbs or paving blocks;

Excavating and removing surfaces for street reconstruction, including the use of an air gun as required;

Digging and backfilling ditches, holes, and trenches; shovels and spreads concrete to grade;

Erecting poles;

Cleaning and sweeping streets and removing debris;

Assisting above ground in the cleaning of sewers and cesspools;

Assisting skilled tradesmen in unskilled duties or making minor repairs not requiring previous experience in the trades; or

Assisting in the care of lawns and shrubbery where a knowledge of the propagation of plants is not required.

J 6. Water Pipe Welder— ¶7.50d

Regularly and continuously operates electric or acetyline welding apparatus in the cutting, repair or bonding of water pipes.

J 10. Labor Sub-Foreman— ¶6.50d

J 10a. Labor Sub-Foreman, Department
of Public Works

J 10b. Labor Sub-Foreman, Utilities

Performs the duties of a Laborer and in addition directs the work of a group of subordinate Laborers, or assists a Labor Foreman in directing a large group, or directs the dumping, trimming, and leveling of debris at dumps of the Street Cleaning Department

where such duties require the supervision of a small group of laborers.

J 12. Labor Foreman— §17d

J 12a. Labor Foreman, Department of Public Works

J 12b. Labor Foreman, Electricity

J 12c. Laborer Foreman, Recreation Dept.

Directs the work of a large group of Laborers, and may, incidental thereto, plan minor phases of such work, direct other employees, or perform other incidental duties, such as receiving and checking or issuing supplies, keeping time of subordinates, etc.

J 51-100—Special Labor Subdivision

This Subdivision includes manual duties requiring some specialized knowledge or experience.

(*)J 52. Airport Attendant— 145-155

Assists in handling aircraft on ground, enforces airport rules and regulations; and in addition and as assigned performs other duties in connection with airport operation and maintenance such as maintaining records of flights, read weather recordings and send weather reports over teletype, clean and maintain landing field, hangars, service lighting equipment, etc.

(*)J 54. Book Repairer— 110-130

Sews and repairs binding of books; tapes and attaches loose leaves; pastes labels, and shellacs bindings.

J 58. Disinfector— §150-175

Disinfects and fumigates premises in which contagious diseases have been present.

J 62. Fire Hose Repairer— §160-180

Salvages and repairs damaged fire hose, and hose couplings, which involves re-jacketing, attaching couplings and testing repaired hose for ability to withstand required pressures.

J 64. Chair Repairer— (x)6.50d

Repairs and maintains opera chairs involving replacing broken parts, repairing upholstery of chairs and other similar repairs.

J 66. Garageman— 6.50d

Greases motors and chassis of automobiles; services cars with gas, oil, and water; changes batteries and tires, and performs other similar duties in servicing cars.

J 67. Vulcanizer— (x)6.50d

Vulcanizes tires and tubes and performs similar duties in connection with repair of tires and tubes.

J 70. Hostler— ¶180

Cleans, feeds, and cares for horses, and cleans stables and equipment.

J 72. Playground Caretaker— 145-155

Cleans playgrounds, makes minor repairs as directed, and cares for lawns and shrubbery.

J 74. Rat Catcher— 110-125

Locates rat infestations in assigned districts; baits and places traps; removes rats from traps; tags and delivers to laboratory for examination.

J 76. Traffic Button Maintenance Man—

(x)6.50d

Cleans and maintains safety isle button reflectors and buttons, safety isle and pedestrian lane markers and assists electricians as directed in maintaining electric traffic signals. Performs related duties incidental thereto.

J 78. Stockman— 150-175

Warehouses and maintains stores such as furniture and equipment, building materials, or other stores involving heavy lifting, and keeps simple inventory records.

J 80. Foreman Stockman— 185-210

Regularly directs the work of a group of stockmen when engaged in moving or installing heavy equipment.

J 101-150—Street Cleaning Subdivision

(For other duties connected with street cleaning, see General Labor Subdivision. For operators of sweepers, etc., see Miscellaneous Trades Division.)

J 108. District Director of Street Cleaning—

200-250

Is responsible for the cleaning of streets in a large district of the City, involving planning and directing the work of groups of laborers, operators of flushing trucks, and sweepers working simultaneously in different locations.

J 112. Supervisor of Street Cleaning—300-400

Subject to the approval of the General Superintendent of Streets, assists in the planning and directing of the cleaning of all streets, the hauling and disposal of street cleanings; the securing of dumping grounds therefor; the assignment of all employees and equipment; in the handling of complaints and the maintenance of office operating maps and schedules as well as all activities of the street cleaning division of the Department of Public Works.

J 151-200—Track Maintenance Subdivision

J 152. Trackman— .75h

Performs general manual duties in connection with the laying or repair of street railway track and roadbed, such as laying, spiking and bolting rails and tamping ballast.

J 156. Switch Repairer— .75h

Regularly and continuously repairs and maintains track switches; requires a thorough knowledge of such equipment.

J 160. Track Welder— §.85h

Regularly and continuously operates electric or acetylene welding apparatus in the cutting, repair, or bonding of metal rails.

J 162. Car Repairer Welder— (x).94 $\frac{3}{4}$ h

Regularly and continuously operates welding apparatus in the repair of metal frames and parts of street cars.

J 166. Track Foreman— .81 $\frac{1}{4}$ h

Directs the work of a large group of Trackmen, and may, incidental thereto, plan minor phases of such work, direct other employees, or perform other incidental duties, such as receiving and checking or issuing supplies, keeping time of subordinates, etc.

J 168. General Foreman of Track Maintenance— 225-275

Plans and directs the work of groups of Laborers and other miscellaneous subordinates working simultaneously at different locations in the repair and maintenance of street railway tracks; sees that tracks are laid to grade and properly ballasted, and that crossings and switches conform to plans and specifications; also requisitions materials and checks time and other reports.

Division K

LEGAL SERVICE

This Division includes only those duties requiring the qualifications of an attorney licensed to practice in the courts of California.

K 1-50—Civil Law Subdivision

(*) K 4. Attorney, Civil— ‡

Prepares and prosecutes or defends ordinary routine civil suits in which the City is involved,

or performs other less involved legal work as assigned. For example:

(a) Defend personal injury claims brought by city employees before the Industrial Accident Commission, or prosecute civil actions for damages to city property or for collection of personal property taxes; prepare opinions on legal questions of average difficulty; and assist with more important civil law matters as directed.

(*)K 6. Senior Attorney, Civil— ‡

Prepares and prosecutes or defends important routine civil suits in which the City is involved, and in which the exercise of considerable independent judgment is required, or performs other legal work of similar importance. For example:

(a) Defend suits for damages against the Municipal Railway (or recommend compromise settlements of such claims), prosecute civil actions for forfeited bonds, or defend the Property Clerk of the Police Department in actions to force return of property.

(b) Prepare formal opinions on legal questions of more than average difficulty.

(*)K 8. Principal Attorney, Civil— ‡

Prepares and prosecutes or defends involved civil cases requiring a high degree of professional experience, skill, and judgment, or performs other legal work of similar importance. For example:

(a) Prosecute or defend major civil actions in which the City is involved;

(b) Direct negotiations for the acquisition of lands for public use, or initiate and prosecute condemnation proceedings when necessary;

(c) Prepare formal opinions on legal questions of intricate and complex nature.

(*)K 12. Chief Attorney, Civil— ‡

Performs the duties of a Principal Attorney and in addition assigns work to other attorneys and advises them regarding their assignments; acts as City Attorney in the absence of the latter.

(*)K 16. Special Counsel, Water Service—

Performs assigned legal duties of a technical or highly specialized nature in the Water Service.

K 51-100—Criminal Law Subdivision

(*)K 54. Attorney, Criminal— ‡

Prepares and prosecutes ordinary routine criminal cases or assists in the handling of more important cases. For example:

(a) Prepare and prosecute criminal cases in Municipal Courts.

(*)K 56. Senior Attorney, Criminal— ‡

Prepares and prosecutes or defends important criminal cases, involving the exercise of considerable independent judgment. For example:

(a) Prosecute ordinary criminal actions in Superior Courts, or defend in the same Courts indigent persons charged with criminal offenses.

(*)K 58. Principal Attorney, Criminal— ‡

Performs legal duties, in connection with criminal matters, requiring a high degree of professional experience, skill, and judgment. For example:

(a) Prosecute major criminal actions;

(b) Present complaints and evidence to the Grand Jury and prepare indictments;

(c) Direct a group of subordinates who hear complaints and issue citations or warrants based thereon.

K 101-150—Law Library Subdivision

This Subdivision includes duties requiring a knowledge of the process of assembling information on legal questions and in addition a knowledge of library procedure. In practice, the qualifications of an attorney are required.

(*)K 102. Assistant Law Librarian 250-325

Assists in cataloging and circulating books of the Law Library; also reviews and indexes court reports and periodicals. Requires the qualifications of an attorney.

(*)K 104. Law Librarian— 350-500

Subject to administrative approval only, is responsible for the development, maintenance and operation of the Law Library, including purchasing of books and periodicals, cataloging and circulation of same, and supervision of binding and repair. Requires the qualifications of an attorney.

Division L

MEDICAL AND SCIENTIFIC SERVICE

This Division includes duties requiring medical training or professional training in the sciences.

(For duties requiring nursing training, see Nursing Division.)

L 1-50—Administrative Subdivision

L 2. Assistant Superintendent, San Francisco Hospital, General Division— 275-350

Assists the Superintendent of San Francisco Hospital in supervising and coordinating the medical, nursing, subsistence, custodial, and clerical functions of the hospital.

L 6. Superintendent of San Francisco Hospital— ¶500(a)

Subject to administrative approval, directs and coordinates the medical, nursing, subsistence, custodial, and clerical functions of the San Francisco Hospital and the maintenance of buildings and grounds.

L 8. Assistant to Superintendent, Laguna Honda Home— 225-275

Assists the superintendent as required, and during the absence of the superintendent acts in his place; in addition performs the duties of head clerk.

L 10. Superintendent, Laguna Honda Home— ¶500(a)

Subject to administrative approval, directs and coordinates the subsistence, custodial, clerical, medical and nursing functions of the Laguna Honda Home and the maintenance of buildings and grounds.

L 14. Assistant Health Officer— 325-450

Under supervision of the Health Officer, directs and coordinates quarantine and disinfection, market, dairy, food, plumbing, and housing inspection, social hygiene, bacteriological and chemical laboratories, and the work of city physicians; prepares public health notices and bulletins.

(*) L 18. Director of Health— 600-850

Subject to the general direction of the Chief Administrative officer, directs and supervises and is responsible for all functions and activities of the Department of Public Health which include Emergency Hospital service, San Francisco and Isolation hospitals, Laguna Honda Home, Hassler Health Home, various clinics, health centers, laboratories, health and sanitary inspection services, and the enforcement of all public health laws, ordinances and regulations.

(a) Plus complete family allowance.

L 51-100—Bacteriological Subdivision

L 52. Bacteriological Laboratory Technician— 125-140

Prepares culture media and stains used in laboratory tests and examinations, sterilizes

various supplies and equipments, and stains smears for examinations, prepares pathological specimens for examinations and diagnosis.

L 54. Assistant Bacteriologist— 140-165

Makes routine bacteriological tests and examinations of specimens.

L 56. Bacteriologist— 175-210

Makes all types of bacteriological tests and examinations of specimens submitted to the laboratory, and assists in laboratory research work.

L 58. Director of Laboratories— 275-350

Performs the duties of a Bacteriologist, and directs both the Bacteriological Laboratory and the Chemical Laboratory of the Health Department, involving responsibility for the accuracy of all tests and examinations; also directs laboratory research work.

L 60. Bacteriological Milk Inspector— 200-225

Inspects pasteurizing plants, equipment, employees and methods; collects samples of milk for bacteriological examination; required by law to be a physician.

L 62. Pathologist— ‡

Prepares specimens of tissue for microscopic examination and makes diagnoses of pathological conditions.

L 101-150—Chemical Subdivision

L 102. Food Chemist's Assistant— 125-140

Assists Chemists, as directed, in making chemical tests and reactions, in compounding various solutions and preparations, and in keeping records thereof.

L 104. Food Chemist— 190-225

Makes chemical tests and examinations of milk, water, ice cream and other food products, and analyzes specimens for poison.

L 106. Senior Food Chemist— 225-250

Performs the duties of a Food Chemist, makes other similar tests, and directs the work of subordinate Food Chemists and Assistants.

L 110. Toxicologist— ‡

Analyzes stomachs for poisons and examines blood specimens by spectroscope; makes reports and gives testimony at Coroner's inquests and court trials.

L 114. Engineering Chemist— 190-225

Tests chemical and physical properties of materials used in engineering construction,

such as rock, sand, cement, asphalt, etc.; tests paint, varnish and other building materials to see that they conform to specifications; tests strength and other properties of concrete or of steel; and may be called upon to test miscellaneous supplies used in engineering camps, such as canned goods or soaps.

L 116. Senior Engineering Chemist—300-400

Performs the duties of an Engineering Chemist and also directs the work of subordinate Engineering Chemists.

L 151-200—Dental Subdivision

L 152. Dental Hygienist—135-175

Cleans the teeth of patients and gives lectures in schools on the proper care of the teeth; requires completion of a prescribed course of specialized training in dental hygiene.

(*) L 156. Dentist—‡

Does general dental work for patients in hospitals, jails and city clinics, including cleaning, filling or extracting of teeth, and mouth treatments.

L 160. Director of Dental Bureau—

Subject to the approval of the Director of Health is responsible for the administration of the Dental Bureau and directs the work of subordinate Dental Hygienists and Dentists.

L 201-250—Dietetic Subdivision

L 202. Dietitian—150-175

Develops and outlines special diets and supervises the preparation of such diets; requisitions needed supplies.

L 206. Chief Dietitian—190-225

Directs the work of subordinate Dietitians and in addition exercises general supervision over kitchens and the development and preparation of menus.

L 251-300—Optometrist Subdivision

L 252. Optometrist—‡

Examines the eyes of school children for defective vision, and makes and fits glasses.

L 301-350—Pharmacist Subdivision

L 304. Pharmacist—190-225

Fills prescriptions and compounds pharmaceutical preparations; is responsible for

the issuance of narcotics and liquors in city institutions as authorized by prescription.

L 306. Senior Pharmacist— 225-275

Performs the duties of a Pharmacist and in addition directs the work of assistants; is responsible for the requisitioning, receiving and checking of supplies and for the checking and approving of invoices.

L 351-400—Physician Subdivision

This Subdivision includes duties required of internes in training and duties requiring the skill and experience of a licensed Doctor of Medicine, except where such duties are classified in other Subdivisions for better comparison with related employments.

(*) 352. Interne— ‡

Renders medical care to patients assigned to his service, involving the making of diagnoses, etc., subject to the direction of a Staff Physician.

(*) L 354. House Officer— ‡

After completion of prescribed service as Interne, renders general medical and surgical care to patients in the San Francisco Hospital or at Laguna Honda Home, as assigned and subject to supervision by visiting or resident physicians.

(*) L 356. Senior House Officer, San Francisco Hospital— ‡

Directs the rotation of Internes to the various services of the hospital and personally renders medical and surgical care to employees of the hospital, to patients of the municipal ward and women's prison ward, and to Emergency Hospital cases after operations have been performed.

(*) L 360. Physician— ‡

Renders general medical attention to patients, makes physical examinations, and prescribes treatments. For example:

(a) Render medical attention and care to indigents outside of institutions; to City and County prisoners; and to City employees injured in the performance of their duties; examine applicants for admittance to San Francisco Hospitals; and perform other medical duties as required:

(b) Render medical care to nurses, to women in the City Prison, and to girls at the Juvenile Detention Home; make physical examinations of nurses and applicants for teaching positions; and perform other medical duties as required;

(c) Render general medical and surgical care to medical cases at Laguna Honda Home.

(*) L 364. Pediatrician— ‡

Makes physical and medical examinations of school children; administers antitoxins and vaccines to children; examines babies at baby clinics and advises with parents and school nurses as to proper treatment for correction of conditions; or, as directed, coordinates the work of baby clinics and performs general medical duties as required.

L 368. Director of the Bureau of
Child Hygiene—

Subject to the approval of the Director of Health, is responsible for the administration of the Bureau of Child Hygiene, and directs the work of visiting school physicians and of physicians assigned to baby clinics.

L 370. Epidemiologist— ‡

On request, examines and diagnoses contagious and infectious diseases; investigates sources of infection and contagion; isolates and quarantines premises on which contagious diseases exist, and performs other duties required by law or by local regulations in such cases.

(*) L 372. Resident Physician—

Directs the treatment of communicable diseases at the Isolation Hospital and also the work of social hygiene clinics where venereal diseases are treated, or, under the general direction of the visiting staff to supervise and direct the treatment of patients at the San Francisco Hospital.

L 376. Director of Tuberculosis Bureau— ‡

Directs the medical care of patients at the Tuberculosis Hospital and at the San Francisco Health Farm and all activities at Tuberculosis clinics.

L 401-450—Psychological Subdivision

L 402. Psychologist's Assistant— ‡

Administers psychological tests to children and scores the results of such tests.

L 404. Psychologist— ‡

Directs a psychological clinic, involving the supervision of test administration and scoring and the proper interpretation of tests; also advises parents as to proper treatment of sub-normal children, and particularly as to habit training.

L 408. Chief Psychologist— ‡

Directs the work of Psychologist's Assistants and Psychologists; cooperates with

schools, orphanages, charitable agencies, and Juvenile Court in the examination, diagnosis, and treatment of mentally defective or disciplinary cases; must be a licensed physician experienced in psychiatry and abnormal psychology.

L 451-500—Radiologist Subdivision

L 452. X-Ray Technician— 135-165

Takes and/or develops X-Ray pictures as directed.

L 456. Senior X-Ray Technician— 190-225

Performs the duties of an X-Ray Technician and in addition directs the work of subordinate X-Ray Technicians and assistants.

(*) L 458. Radiologist— ‡

Examines and diagnoses diseases and pathological conditions from X-ray pictures, and supervises a staff of assistants who take and prepare such pictures for examination and who give radio-therapy treatments under his direction.

L 501-550—Surgical Subdivision

(*) L 502. Autopsy Surgeon— ‡

Performs autopsies, as directed by the Coroner, in murder, manslaughter, and accident cases; reports findings, and gives testimony at inquests and court trials.

(*) L 502. Emergency Hospital Surgeon— ‡

Renders medical and emergency surgical care to patients in the Emergency Hospitals as assigned.

(*) L 506. Assistant Chief Surgeon,
Emergency Hospitals— ‡

Assists in directing the work of Emergency Hospital Surgeons; consults with and advises such subordinates as required; is responsible for records and for general conditions in Emergency Hospitals.

(½) L 508. Chief Surgeon, Emergency
Hospitals— ‡

Directs and coordinates the Emergency Hospital service and performs all major emergency operations or serves as a consultant in such operations.

Division M

METAL TRADES SERVICE

This Division includes duties requiring skill in the metal trades, the supervision of such duties, and the duties of assistants which require previous experience in these trades.

(See also Building Trades, Electrical Trades, and Miscellaneous Trades Divisions.)

M 1-50—Administrative Subdivision

This Subdivision covers duties involving the planning and direction of mechanical construction, repairs, or operation, and the supervision of various crafts assigned to such work, but does not include foremen of single crafts.

M 2. General Foreman Machinist— ¶11d

Assists the Master Mechanic in directing the work of various crafts engaged in the repair of rolling stock and other equipment of the Fire Department; or directs a slightly smaller volume of such maintenance work, such as the maintenance of drawbridges, trucks, rock crushers, sewer pumping plants, etc., of the Department of Public Works.

M 4. Master Mechanic, Fire Department— 300-350

Directs the work of various crafts engaged in the maintenance and repair of fire engines, trucks, fire boats, and high pressure pumping plants and distribution system, involving responsibility for maintenance policies and practices; recommends improvements in fire fighting apparatus.

M 5. Assistant Master Mechanic, Municipal Railway— 275-300

Assists the Master Mechanic in directing the work of various crafts engaged in the maintenance and repair of rolling stock, power distributing system, and equipment of the Municipal Railway.

M 6. Master Mechanic, Municipal Railway— 300-350

Directs the work of various crafts engaged in the maintenance and repair of rolling stock, power distributing system, and equipment of the Municipal Railway, involving responsibility for maintenance policies and practices; recommends improvements in street railway equipment.

M 51-100—Automotive Maintenance Subdivision

M 54. Auto Machinist— ¶9d

Repairs automobiles, including the making of major repairs and requiring thorough knowledge of automobile motors; operates general shop machines and equipment in the repair and manufacture of parts; requires the qualifications of a journeyman machinist supplemented by experience in the repair of automobiles.

M 56. Garage Foreman, Municipal Railway — ¶250

Performs the duties of an Auto Machinist and in addition directs the work of subordinate Auto Machinists, involving responsibility for the repair and maintenance of automotive equipment of the Municipal Railway; requires the qualifications of a journeyman machinist supplemented by experience in the repair of automobiles.

M 60. Auto Fender and Body Worker—(x)9d

Constructs, repairs and straightens automobile fenders and bodies. Also repairs and makes radiators, excepting core. Must also be able to use welding torch, grinding machine drills and sheet metal tools.

M 101-150—Blacksmithing Subdivision

M 104. Blacksmith's Helper— ¶7.08d

Assists a Blacksmith, as directed and instructed, in forging, hardening, tempering, and forming iron and steel; involves the use of tools of the trade.

M 108. Blacksmith— ¶9d

Forges, hardens, tempers, forms, or shapes iron and steel in the manufacture or repair of tools and equipment; on occasion uses additional tools as may be required, such as power hammers, acetylene torches, etc., in the performance of such duties; and directs the work of Helpers; requires the qualifications of a journeyman blacksmith.

M 151-200—Boilermaking Subdivision

M 154. Boilermaker's Helper— ¶7.08d

Assists a Boilermaker, as directed and instructed, in the repair of boilers, connections, and valves, involving use of tools of the trade.

M 156. Boilermaker— ¶9d

Repairs fire or water tube boilers, boiler connections, and valves; requires the qualifications of a journeyman boilermaker.

M 158. Boiler Inspector— ¶250

Inspects boilers and connections to insure compliance with safety standards, regulations, and ordinances, and makes required reports; requires thorough knowledge and experience as a journeyman boilermaker.

M 201-250—Car Repairing Subdivision

M 202. Car Repairer— ¶.85h

Makes repairs to street cars, such as adjusting brakes and replacing brake shoes, inspecting and tightening bolts and springs, taking down and assembling trucks of cars, removing motors, installing light switches, inspecting brush holders, or repairing gates, fenders, steps, etc.; or overhauling fare boxes, motors, pumps, compressors, master controllers, controller switch groups, or reversers, and inspects cars and motors for needed repairs.

M 206. Sub-Foreman Car Repairer— ¶.91¼h

Performs the duties of a Car Repairer, and in addition directs the work of a small group of Car Repairers.

M 208 Foreman Car Repairer— ¶.97½h

Plans and directs the work of Car Repairers and other employees performing duties related thereto; keeps time of subordinates; and maintains required records.

M 251-300—Machinist Subdivision

M 252. Machinists' Helper— ¶7.08d

Assists a machinist as directed and instructed, in the construction, assembling, installation, or repair of machinery or equipment.

M 254. Machinist— ¶9d

Performs general bench or hand work and operates machine tools in the construction, assembling, installation, or repair of machinery or equipment, involving the use of general machine shop equipment and the skill and experience of a journeyman machinist.

M 260. Instrument Maker— ¶9d

Constructs and repairs instruments, instrument boards, and mechanisms, such as traffic signals, timing mechanisms, etc., requiring a high degree of skill and experience in accurate machine work and a thorough knowledge of the treating, hardening, and tempering of steel; requires the qualifications of a journeyman machinist and in addition experi-

ence in the making of instruments where unusual precision is necessary.

M 264. Foreman Instrument Maker— ¶10d

Directs the work of a group of Instrument Makers; requisitions and checks materials; keeps time and cost records; and directs the work of subordinates engaged in repairing and servicing automobiles.

M 266. Foreman Meter Repairer— 180-210

Directs the overhauling and repair of water meters, and keeps necessary records of same.

M 268. Foreman Machinist, Water Service— 250

Supervises the maintenance and repair of air compressors and station pumps, and directs the work of subordinates engaged in repairing and servicing automobiles.

Division N

MISCELLANEOUS INSPECTION SERVICE

This Division covers all inspectional duties not included in other Divisions.

(For Building Inspector and Plumbing Inspector, see Building Trades Division; for Electrical Inspector, see Electrical Trades Division; for Boiler Inspector, see Metal Trades Division.)

N 1-50—Coroner Subdivision

N 4. Coroner's Investigator— 200-225

Investigates circumstances of deaths reported to the Coroner's Office; takes charge of evidence and valuables of deceased; notifies relatives; and makes reports as required; or as assigned prepares reports, charts, maps and statistics relating to causes, location and other data concerning fatal accidents.

N 8. Coroner's Chief Investigator— 250-300

Directs the work of Coroner's Investigators, and in addition supervises clerical duties in connection with the Coroner's Office.

N 10. Coroner— (x)416.66-500

Title and duties are prescribed by state laws; acts as manager of the Morgue of the city and county; investigates the deaths of all persons who have died by violence or under suspicious circumstances, and renders verdicts on such cases. Supervises the conduct of his office and its employees.

N 51-100—Food Subdivision

N 52. Food and Restaurant Inspector—

175-200

Inspects milk and foodstuffs in food factories, hotels, restaurants, delicatessens, stores, or elsewhere to see that pure food laws and ordinances are enforced and that buildings conform to law as to ventilation light, rat-proofing, elimination of odors and smoke, and general sanitary conditions; condemns inferior products after chemical or bacteriological examination and report; reports violations or unsatisfactory conditions.

N 54. Chief Food Inspector—

250-325

Directs the work of Food and Restaurant Inspectors; orders necessary action against offenders; and checks plans and specifications of new buildings or alterations of buildings to be used as restaurants or food stores.

N 56. Market Inspector—

175-200

Inspects meat, poultry, and fish offered for sale in markets and meat product factories; exercises independent judgment in condemning inferior or diseased meats; inspects sanitary conditions of markets; reports violations of law or unsanitary conditions.

N 58. Chief Market Inspector—

225-300

Directs the work of Market Inspectors and, as assigned, may also direct the work of Abattoir Inspectors; on occasion performs the duties of such inspectors; also orders arrests and prosecutes offenders.

N 60. Abattoir Inspector—

200-225

Inspects live animals or carcasses for disease, or the premises, where such animals are kept or slaughtered, for unsanitary conditions; condemns diseased animals or meat; reports findings and action taken; requires successful experience as an inspector of abattoirs or the training of a licensed veterinarian.

N 62. Veterinarian—

200-225

Inspects live animals or carcasses for disease, or the premises where such animals are kept or slaughtered, for unsatisfactory conditions where such duties involve responsibility for and supervision of such inspections at an abattoir and requires, under state law, the qualifications and training of a licensed veterinarian. Condemns diseased animals or meat; reports findings and action taken.

N 64. Dairy Inspector—

225-250

Inspects personnel, plant, equipment, methods, and herds of dairies supplying milk for sale in San Francisco; condemns diseased animals or unsanitary milk supply; reports findings and action taken; requires the knowledge and experience of a licensed veterinarian.

N 101-150—Gas, Light, and Water Subdivision

This Subdivision includes duties involving the inspection of meters or service of private or municipally owned utilities, such as electric, gas, and water.

N 102. Light and Water Complaint Investigator—

175-200

Investigates complaints of citizens regarding street lighting and makes reports and recommendations to the Lighting Committee of the Board of Supervisors; also investigates complaints of citizens regarding water charges, which involves testing meters, arranging rebates if meter is found to be inaccurate, and making reports.

N 110. Pipe Joint Inspector—

(x) 6.50d

Inspects welded joints on inside of water pipes to see that joint is completely welded. Does not involve use of tools of welders or knowledge of welders' duties.

N 151-200—Horticultural Subdivision

N 154. Horticultural Inspector—

175-200

Inspects fruits, vegetables, nursery stock, and seeds to detect pests, insects, diseases, and deteriorations; condemns inferior or diseased stock; issues permits and certificates for shipment or for sale; requires knowledge of entomology, and of laws and regulations governing interstate or foreign shipment.

N 156. County Agricultural Commissioner—

250-325

Subject to administrative approval, directs the work of Horticultural Inspectors, and also performs the duties of such inspectors; maintains necessary records and makes required reports.

N 201-250—Housing Subdivision

(For Building Inspector and Plumbing Inspector, see Building Trades Division; for Electrical Inspector, see Electrical Trades Division.)

N 204. Housing Inspector— 175-200

Inspects houses and premises for health and safety hazards, takes appropriate action, and makes required reports. For example:

(a) Inspect the ventilation, lighting, drainage, garbage chutes, toilets, bathing facilities, ratproofing, overcrowding, general cleanliness, and sanitation of premises of apartment houses, rooming houses, and hotels, and order elimination of nuisances such as smoke, cooking in prohibited places, or the unlawful keeping of animals on premises;

(b) Inspect houses or premises for defective furnaces, chimneys, stoves, heaters, accumulation of rubbish, obstructed exits or fire escapes, improper storage of oil or gas, or other conditions contrary to law or ordinance that might constitute a fire or safety hazard or a public menace.

N 205. Industrial Inspector— (x)175-200

Inspects factories, workshops, or laundries to see that laws and ordinances relating to sanitation, ventilation, and conveniences have been complied with and that menaces to health such as dust, odors and fumes do not exist; or investigate complaints regarding storage or collection of garbage, or service or charges connected therewith.

N 206. Chief Housing Inspector— 225-275

Directs the work of Housing Inspectors assigned to the inspection of apartment houses, rooming houses, and hotels; orders structural changes or arrests for violations; issues occupancy permits; checks plans and specifications of new buildings or alterations in old buildings to be used as public dwellings; investigates complaints and, where advisable, recommends condemnation.

N 208. Chief Industrial Inspector—(x)225-275

Directs the work of inspectors engaged in the inspection of factories, workshops and laundries; orders necessary action in case of violation of laws and ordinances regarding sanitation and conditions in such establishments.

N 251-300—Streets Subdivision

N 252. Street Inspector— 175-200

Investigates, in an assigned district, the conditions of streets, sidewalks, and side sewers; sees that retaining walls conform to ordinances relating thereto, that openings in streets are properly back-filled and repaved, and that streets are kept clear of obstructions; investigates complaints relating to these matters; and makes required reports.

N 301-350—Supplies Subdivision

(For inspection of supplies requiring specialized training see appropriate Division. For example, for Engineering Chemist, see Medical and Scientific Division; for Electrical Inspector, see Electrical Trades Division.)

N 302. Inspector of General Supplies—

(x)200-250

As directed inspects general merchandise and supplies delivered to the city to see that the specifications, standards and samples have been complied with; reports such inspections and performs related clerical duties.

N 351-400—Weights and Measures Subdivision

N 354. Inspector of Weights and Measures—

175-200

In an assigned district, inspects and tests the accuracy of weighing and measuring apparatus; examines merchandise in containers to determine adherence to Net Container Law; and reports offenders or violations.

N 356. Senior Inspector of Weights and Measures—

(x)200-250

Performs the duties of an Inspector of Weights and Measures and in addition investigates complaints from all districts and assigns inspectors to districts.

N 358. Sealer of Weights and Measures—

250-325

Subject to administrative approval, directs the work of Inspectors of Weights and Measures, and takes necessary action against offenders.

N 401-450—Investigating Subdivision

N 404. Inspector of Complaints, Mayor's Office—

(x)275-350

Under the direction of the Mayor, to receive, examine and investigate all complaints received at the Mayor's office, involving interviewing complainants and employees and officials regarding such complaints; to make complete reports to the Mayor concerning all the facts and circumstances surrounding these complaints and to report the findings and decisions of the Mayor to the complainants. To perform other incidental and related duties as are assigned in connection therewith.

N 410. Investigator—

(x) 175-200

Makes investigations of various matters as required, such as conditions arising under contracts under the city and county, complaints and protests relating to zoning or permit matters, and prepares reports thereon, or as directed makes investigations of claims arising from workmen's compensation and retirement allowance claims including locating and interviewing witnesses, checking records, addresses or signatures.

Division O

MISCELLANEOUS TRADES SERVICE

This Division includes skilled trades not included in other Divisions for better comparison with related employments. See also Building Trades, Electrical Trades, and Metal Trades Divisions.

O 1-50—Auto Operating Subdivision

O 2. Chauffeur—

170-190

Operates a passenger automobile, and may, incidental thereto, deliver messages, supplies, etc.

O 4. Special Chauffeur—

190-205

Performs the duties of Chauffeur under conditions that continuously require irregular and extra hours on City business.

O 6. Ambulance Driver—

175-200

Operates an ambulance, assists in handling injured persons, insane, or other emergency cases, and may, on occasion, assist in the application of first aid.

O 8. Morgue Ambulance Driver—

§175-200

Operates Coroner's morgue ambulance; assists in the removal of bodies, finger printing and photographing, preparing bodies for autopsy, storage of bodies, or delivery of bodies to undertakers; and performs miscellaneous duties in connection with the care of chapel, mortuary, and autopsy rooms.

O 10. Truck Driver, Light Truck—

6,50d

Operates and maintains a motor truck of less than 2¼ tons rated capacity, assists in loading or unloading, and performs incidental duties as required.

O 12. Truck Driver, Heavy Trucks— ¶7.50d

Operates and maintains a motor truck of 2¼ tons rated capacity or more, assists in loading or unloading, and performs incidental duties as required.

O 14. Driver of Special Equipment— 7.50d

Operates and maintains special equipment, such as flushing trucks, Elgin sweepers, compressor trucks, eductor trucks, tower trucks, etc.

O 15. Tractor Driver— (x)7.50d

Drives and maintains tractor pulling scrapers, graders or plows over broken terrain in building roads and fire trails.

O 18. Sub-Station Foreman and Truck Driver, Street Cleaning Department—8d

Operates and maintains a truck, and, incidental thereto, directs other Truck Drivers, Drivers of Special Equipment, and Laborers operating out of a sub-station of the Street Cleaning Department.

**O 51-100—Farm and Garden
Subdivision**

O 52. Farmer— 135-155

Performs general farm labor duties, such as planting, plowing, etc., and directs the work of institutional inmates assigned to assist in such work.

O 54. Foreman, Buildings and Grounds— 180-220

Responsible for the maintenance and minor repairs to buildings, equipment and grounds, and involving the operation of various small mechanical shops at Camp Mather, or the Hassler Health Home, or the Laguna Honda Home; may supervise and direct inmate help or others subordinates in the performance of the work.

O 58. Gardener— 135-155

Cares for lawns and ornamental gardens, including planting, cultivating, watering, pruning, etc.; involves knowledge of the propagation of plants and a general working knowledge of horticulture.

O 60. Head Gardener— 150-175

Performs the duties of a Gardener and directs a group of Gardeners and other assistants in the care of lawns and ornamental gardens.

O 61. Foreman Gardner— (x)175-200

Under general supervision directs and supervises the care and maintenance of all lawns, shrubs and ornamental gardens under the care of the School Department, involving a thorough knowledge of planting, cultivating, propagating and care of plants, shrubs, lawns, etc. Required also to plan and landscape gardens and grounds. Directs the work of a group of gardeners.

**O 62. Superintendent of Grounds,
Recreation Department—** 175-200

Directs the landscaping and care of playgrounds, lawns, and ornamental gardens under control of the Recreation Department.

O 101-150—Miscellaneous Subdivision

(*)O 102. Bookbinder— 200

Repairs and refinishes the bindings of volumes, requiring skill in the bookbinding trade.

O 104. Moving Picture Operator— (x)175-200

Operate motion picture projection machine and inspects and maintains motion picture equipment; prepares photographs of educational activities; prepares pictures and photograph slides for use in visual education classes and performs related duties as assigned.

O 108. Leatherworker— ¶8.50d

Makes and repairs leather fabric articles, such as life belts; truckmen's belts; straps, etc., for firemen; life nets; covers for hose, boats, and equipment; upholstered cushions; auto tops and trimmings.

O 116. Teamster, Two-Horse Vehicle— 6.50d

Drives a vehicle drawn by two horses, delivers supplies or materials as directed, and cares for horses.

O 122. Window Shade Worker— ¶7.50d

Cuts, fits, hangs, and repairs window shades.

O 151-200—Operating Engineering Subdivision

**O 152. Engineer of Hoisting and Portable
Engines—** 10d

Operates, maintains, and makes emergency repairs to hoisting and portable engines, such as cranes, shovels, rollers, large concrete mixers or air compressors, asphalt heaters, donkey engines, clam shells, or pile drivers

operated by steam, electricity, gasoline, hydraulic pressure, or compressed air; requires the qualifications of a journeyman hoisting and portable engineer.

O 158. Motor Boat Operator— 200

Operates a boat and maintains gas engines on a municipally owned boat, such as a police boat; makes emergency repairs; requires suitable license as an operator of motor boats.

O 162. Boiler Cleaner— 165

Cleans boilers, blows out boiler tubes and assists in making minor repairs on engines and boilers.

O 164. Oiler— 175

Keeps the oil cups on engines and pumps filled and all bearings cool, performs routine duties in the engine room, such as cleaning filters, floors, windows and brass work.

O 166. Fireman of Stationary Steam Engines— ¶185

Attends fires under high pressure boilers; operates auxiliary equipment; assists in cleaning tubes, boilers, burners, and pipe lines; oils machinery; assists otherwise as directed; requires qualifications of a fireman of stationary steam engines.

O 167. Relief Engine Room Attendant— (x)185

As a relief to regular employees and as required perform the duties of a Fireman, Oiler or Engineer in Water Department, Peninsula power plant.

O 168. Engineer of Stationary Steam Engines— ¶220

During an assigned watch, operates, maintains, and is responsible for the equipment of a high pressure steam plant, such as high pressure pumping plants, central heating plants, or equipment of large public buildings; also looks after auxiliary equipment such as elevators, laundry machines, ventilating fans, etc., as required; makes emergency repairs; directs the work of a subordinate Fireman; or operates mechanical and electrical controls of drawbridges; all of which requires the qualifications of a journeyman engineer of stationary steam engines.

O 170. Assistant Chief Engineer of Stationary Steam Engines, Water Service— ¶235

Assists a Chief Engineer in planning, supervising, and making general repairs to plant and equipment, where such duties involve responsibility for the maintenance and operation of a steam pumping plant.

- O 172. Chief Engineer of Stationary Steam Engines— ¶280-300
- O 172a. Chief Engineer S. S. E., Department of Public Works
- O 172b. Chief Engineer S. S. E., Department of Public Health
- O 172c. Chief Engineer S. S. E., Utilities
- O 172d. Chief Engineer S. S. E., Education

Directs the work of Engineers and Firemen of Stationary Steam Engines, and of others engaged in the operation and maintenance of a high pressure steam plant and auxiliary equipment, involving responsibility for such work during the full twenty-four hours of the day.

O 201-250—Sewer Maintenance Subdivision

- O 202. Sewer Pumping Station Attendant— §145-155

Maintains equipment at sewer pumping station; cleans brushes; oils motors; dismantles, cleans, and packs pumps.

- O 204. Cribber— ¶7d

Performs duties requiring the frequent application of knowledge of cribbing of excavations or trenches such as may be involved in the installation or repair of sewers or side sewers.

- O 208. General Foreman, Sewer Connections and Repairs— ¶250

Plans and directs the work of groups engaged simultaneously at different locations in excavating, laying pipe, and backfilling in connection with the installation and repair of sewers or side sewers; and in addition requisitions materials and investigates complaints.

- O 210. Sewer Cleaner— ¶8.50d

While working underground, shovels or cuts dirt and debris or other obstructions from sewers, and flushes and cleans sewers.

- O 214. Assistant Superintendent, Bureau of Sewer Repair— 225-275

Assists in supervising the installation, repair, and cleaning of sewers, involving responsibility for supervision of office; investigates and reports on complaints, or as assigned to supervise and direct the cleaning of sewers.

- O 216. Superintendent, Bureau of Sewer Repairs— 300-400

Subject to administrative approval, directs the cleaning and repair of sewers and catch

basins, the making or repairing of side sewer connections, and the removal of debris; approves requisitions for supplies; is responsible for all activities of the Bureau of Sewer Repair, and cooperates with the Bureau of Engineering in developing sewer reconstruction programs.

O 251-300—Street Maintenance Subdivision

(For other duties connected with street maintenance, see Labor Division.)

O 252. Dryer Man— ¶8.50d

Operates, maintains, and repairs machinery of the Asphalt Plant; cares for fires; sees that rock and sand are properly dried; incidentally assists the Foreman in supervising the operations of the plant; requires the qualifications of an Asphalt Worker.

O 254. Foreman, Asphalt Plant— ¶10d

Directs the operation of the Asphalt Plant, involving responsibility for the proper mixing and drying of materials, and the maintenance and repair of plant and equipment; keeps time of workmen; maintains inventory of materials on hand; and requisitions materials and supplies; requires the qualifications of an Asphalt Worker.

O 260—Rammer— 7d

Handles paving brick, blocks, or other materials for a Paver and tamps blocks into place by the use of wooden rammers.

O 264. Paver — 8d

Lays paving blocks or brick in construction and reconstruction of streets.

O 268. Granite Cutter— ¶9.50d

Cuts, trims, sets, and joins granite work; requires the knowledge and experience of a journeyman granite cutter.

O 270. Foreman Granite Cutter— ¶10.50d

Plans and directs the work of Granite Cutters; requisitions materials; and makes required reports.

O 274. Asphalt Mixer Man— ¶9d

Operates asphalt mixing machines; weighs and mixes materials according to specifications.

O 276. Asphalt Worker— ¶7.50d

Assists an Asphalt Finisher in spreading asphalt, as directed, and irons the surface with a heated roller.

O 278. Asphalt Finisher— ¶8d

Spreads, rakes and irons asphalt; is responsible for a properly finished surface.

O 280. Sub-Foreman Asphalt Finisher— ¶8d

Performs the duties of an Asphalt Finisher and in addition directs the work of a small group of subordinate Asphalt Finishers and Asphalt Workers.

O 282. Foreman Asphalt Finisher— ¶9d

Plans and directs the work of Asphalt Finishers, Asphalt Workers, Engineers of Portable Engines and Laborers in the repair of streets; also keeps time of subordinates.

O 294. General Foreman of Street Repair — 200-250

Plans and directs the work of groups of Laborers, Asphalt Workers, and other miscellaneous employees working simultaneously at different locations in the repair of streets; prepares reports as required.

O 298. Supervisor of Street Repairs—250-300

Plans and directs the repair, reconstruction, and maintenance of streets, involving the direction of all employees engaged in such work.

O 301-350—Water System Maintenance Subdivision

O 304. Hydrantman-Gateman— ¶175-215

Installs and makes repairs to pipe lines, meters, fire hydrants, cisterns, valves of standpipes, and equipment, involving replacing defective parts, greasing, repacking, and painting, and including also the repair of lead joints in pipe lines.

O 308. Assistant Foreman Hydrantman-Gateman— ¶227.50

Assists in directing and inspection of the work of Hydrantmen-Gatemen engaged in the maintenance of distributing systems, and as required, performs the duties of a Hydrantman-Gateman.

O 310. Foreman Hydrantman-Gateman— ¶240

Directs and inspects the work of Hydrantmen-Gatemen engaged in the maintenance of distributing systems.

Division P

NURSING SERVICE

This Division includes duties involving the care of the sick, the injured, or inmates of other than penal institutions except such duties as are separately classified in other Divisions for better comparison with related employments; also the supervision of such duties.

P 1-50—Emergency Hospital Steward Subdivision

P 2. Emergency Hospital Steward— 165-200

Accompanies ambulances on emergency calls; renders first aid to injured persons, with the authority and responsibility of a special police officer; cares for insane persons and acute alcoholic cases under detention and pending examination; aids in giving treatments as prescribed and performs related duties as required; registers and cares for property removed from patients; makes required reports; requires preliminary training in a medical or nursing school or successful experience as a hospital steward in a recognized hospital.

P 4. Chief Emergency Hospital Steward— 225-275

Directs, supervises, and coordinates the work of Emergency Hospital Stewards, Nurses, and Ambulance Drivers, and in addition requisitions supplies and equipment, investigates complaints of service or accidents to ambulances, and makes required reports.

P 51-100—Field Nursing Subdivision

This Subdivision includes field nursing duties requiring, in addition to the training of a registered nurse, special experience and qualifications for public health nursing.

(For social service not requiring nursing training, see Welfare Division.)

P 52. Field Nurse— 165-195

Performs field or visiting nursing duties involving responsibility for advising as to child hygiene or as to care of the sick; also makes reports as required. For example:

- (a) Visit homes of tubercular patients;
- (b) Visit homes of persons entering or leaving San Francisco Hospital;
- (c) Attend baby clinics, and visit the homes of children attending such clinics;

(d) Call at the homes of school children absent on account of illness or found to be defective; examine children at schools for contagious diseases;

(e) Investigate conditions at boarding homes for children, or for aged or infirm persons.

P 54. Supervising Field Nurse— 200-230

Directs the work of a group of Field Nurses, such as one of the following:

(a) Field Nurses doing general public health nursing in an assigned district;

(b) Field Nurses assigned to baby clinics and health centers;

(c) Field Nurses assigned to schools;
And prepares reports as required.

P 58. Director of Field Nursing— 275-350

Directs all of the field nursing activities of the Health Department, including the development of new plans and methods as needed.

P 101-150—General Nursing Subdivision

This Subdivision includes all duties requiring the training of a graduate nurse registered in this State and which duties are not sufficiently specialized to warrant their being included in some other Subdivision.

P 101. Chinese Visiting Nurse— (x)165-195

Attends Chinese baby clinics and visits homes of Chinese babies attending clinics and the homes of Chinese school children to advise as to child hygiene or the care of the sick and performs other visiting nurse duties involving the qualifications of a registered nurse and knowledge of Chinese languages.

P 102. Registered Nurse— 135-160

Performs general nursing duties requiring the training of a registered nurse in institutions or clinics under close supervision. For example:

(a) Perform general bedside nursing duties at one of the City and County hospitals; prepare food for patients when required; direct the work of Maids, Orderlies, and Porters; and keep patients' records;

(b) Administer treatments and medicine under direction of a physician or render first aid to the injured at clinics.

**P 103. Special Nurse (x)5d. for 10 hrs
(x)6d. for 12 hours
(x)8d. for 2 patients**

Performs the duties of a Registered Nurse in the capacity of a private nurse when such

duties involve the care of a patient for more than eight hours.

P 104. Head Nurse— 145-170

Directs the Nurses and other institutional employees of a ward, involving responsibility for the administration of the ward during the full twenty-four hours of the day; the requisitioning of all necessary supplies and equipment, and the maintenance of patient records.

**P 110. Assistant Superintendent of Nursing,
San Francisco Hospital— 170-200**

Assists in supervising the bedside nursing service of the San Francisco Hospital; directs the nursing service of a group of wards; is responsible for the selection and assignment of personnel and for keeping time of subordinates; makes required reports.

**P 114. Superintendent, Hassler Health
Home— 200-250**

Under general direction only, supervises the nursing service at Hassler Health Home, being responsible for the entire administration, operation and maintenance of the institution.

**P 116. Superintendent, Isolation
Hospital— 200-250**

Under general direction only, supervises the nursing service at Isolation Hospital, being responsible for the selection and assignment of personnel, the preparation and serving of meals, and the requisitioning and issuing of supplies.

**P 118. Superintendent of Nursing, Laguna
Honda Home— 200-250**

Under general direction only, supervises the nursing service at the Infirmary of Laguna Honda Home, being responsible for the selection and assignment of personnel, for the preparation and serving of meals to patients and employees of the Infirmary, and for the requisitioning and issuing of supplies.

**P 122. Director of Institutional
Nursing— 275-350**

Under general direction only, is responsible for the administration of the nursing service of the entire San Francisco Hospital, including supervision of the selection and assignment of personnel, the direction of all Nurses, Maids, and Orderlies, and responsibility for the training of Student Nurses and for the operation of the nurses' quarters.

P 201-250—Special Nursing Subdivision

This Subdivision includes those duties which, in addition to the training of a registered nurse, require specialized training or experience.

P 204. Anaesthetist— 160-185

Under the immediate supervision of the operating surgeon administers anaesthetics to patients undergoing operations; requires specialized training and experience in addition to requirements for registered nurse.

P 206. Senior Anaesthetist— 185-210

Performs duties of an Anaesthetist and in addition assigns and supervises work of subordinate Anaesthetist.

P 208. Operating Room Nurse— 150-175

Under direction, prepares operating room, equipment, and surgical dressings for operations, and, as directed, assists the operating surgeon; requires specialized training and experience in addition to requirements for registered nurse.

P 210. Senior Operating Room Nurse— 185-210

Performs duties of an Operating Room Nurse and in addition assigns and supervises work of subordinate Operating Room Nurses.

P 212. Head Nurse, Obstetrical— 150-175

Performs the duties of a Head Nurse where specialized training and experience in the care of obstetrical cases is regularly required.

P 214. Head Nurse, Pediatric— 150-175

Performs the duties of a Head Nurse where specialized training and experience in the care of pediatric cases is regularly required.

P 216. Head Nurse, Psychiatric— 150-175

Performs the duties of a Head Nurse where specialized training and experience in the care of psychiatric cases is regularly required.

P 251-300—Student Nurse Subdivision

This Subdivision includes duties required of a student nurse as a part of the prescribed course of training.

P 252. Student Nurse, Probationary— ‡

In addition to attending classes, performs simple nursing duties under the direction of a Head Nurse for a specified probationary period.

P 254. Student Nurse— ‡

After specified probationary period has ended, attends classes and performs assigned

nursing duties under the direction of a Head Nurse, such duties constituting a part of the training required for graduation from the School of Nursing.

P 301-350—Training Subdivision

P 304. Instructor of Nursing— 165-195

Instructs Student Nurses in the theory and practice of nursing by class lectures, discussions, demonstrations and follow-up of practical work in wards; involves a thorough knowledge of nursing and ability to train others.

P 306. Senior Instructor of Nursing—200-230

Under general direction, supervises the work of Instructors of Nursing, including responsibility for organizing courses of instruction.

(a) Division Q

Police Service

This Division includes duties involving responsibility for the preservation of law and order, the compensation for which duties is provided for in the charter. For duties of police service employees whose salaries are fixed by annual budget, see separate classifications.

Q 2. Policeman— 200 (charter)

Patrols an assigned district for the purpose of preventing crime and arresting law violators; directs traffic; does other work as required.

Q 20. Policewoman— 200 (charter)

As a Woman Protective Officer does special police duty at railway depots, ferry and ship landings, and public dances, in connection with laws affecting the welfare of women and children; does other work as required.

Q 30. Police Patrol Driver— 200 (charter)

Under general supervision, operates the police patrol wagon and keeps the same properly equipped and fueled and ready for service at all times.

Q 40. Corporal— 215 (charter)

Under supervision, directs the work of a squad of policemen in the field; does other work as required.

Q 50. Sergeant— 220 (charter)

Under supervision, directs the work of a platoon of policemen in the field; does other work as required.

Q 60. Lieutenant— 250 (charter)

Under direction of a captain, commands a police platoon during an assigned shift in a designated district; does other work as required.

Q 62. Photographer, Police Department—
225 (charter)

As directed to photograph prisoners, dead persons, fingerprints, maps, documents and other objects of value as evidence; to develop and print photographs and file the plates.

Q 80. Captain— 300 (charter)

Under the direction of the Chief of Police, responsible for the preservation of law and order in a designated district; commands a special division or bureau (except traffic or inspectors) of the Police Department; performs other work for which detailed.

Division R

RECREATION SERVICE

This Division includes the supervision and direction of recreational activities at community centers and playgrounds and the planning and administration of such activities.

R 1-50—Administrative Subdivision

R 2. Secretary and Supervisor of Special Activities, Recreation Department—
200-275

Assists in planning and directing special activities and tournaments for girls at playgrounds and in addition acts as Secretary of the Recreation Commission, involving responsibility for the clerical functions of the department.

**R 3. Assistant Superintendent,
Recreation Department—** (x)250-325

Assists in supervising all playground directors, plans and directs activities and special programs at playgrounds, assists in supervising all functions of Recreation Department.

(²) R 4. Superintendent Recreation
Department— 325-425

Subject to administrative approval, develops recreational plans and policies, directs all personnel and activities of the department, assigns Playground Directors, and supervises the maintenance and operation of all equipment and properties.

R 51-100—Playground Director Subdivision

R 56. Playground Director— 145-185

Supervises play and recreation at a playground; or as assigned, works with boys and girls in districts where delinquency is heavy, in an attempt to interest them in playground activities. Performs such other similar related duties as may be assigned.

R 101-150—Special Activities Subdivision

R 102. Camp Manager— 175-225

Is responsible for the operation of Camp Mather during the season, including responsibility for the care and maintenance of camp and equipment, the preparation and serving of foods, the planning of excursions and camp events, and the supervision of camp improvement and extension; performs other duties as directed.

R 105. Supervisor of Athletics (x) 175-225

Plans, organizes, directs and coordinates all athletic activities supervised or promoted by the Recreation department; contacts commercial and industrial firms, clubs and other organizations to promote athletic activities within these groups.

R 106. Supervisor of Dramatics— 175-225

Plans and directs special pageants and other dramatic events and dances at playgrounds, involving the design of costumes and assisting children in making costumes.

R 107. Supervisor of Women's Activities—
(x) 175-225

Plans and directs special programs and activities developed by the Recreation Department for the interest of girls and women; contacts commercial and industrial firms, clubs and other organizations to promote and develop recreational activities and programs for girls and women.

- R 108. Supervisor of Music—** 175-225
Organizes, trains and directs orchestras, choruses, bands, etc.
- R 112. Matron, Swimming Pool—** 130
Issues and collects towels and suits and keeps same in repair; collects and accounts for admission fees; records attendance at pools; sees that suits and towels are laundered.
- R 114. Swimming Instructor—** 145-185
Instructs in swimming at pools.
- R 116. Supervisor of Swimming—** 175-225
Performs the duties of a Swimming Instructor and in addition plans, organizes, and directs swimming activities at all pools operated by the Playground Commission.

Division S

STREET RAILWAY SERVICE

This Division includes duties involved in the operation of street railway service and requiring special knowledge and experience relating thereto.

S 1-50—Administrative Subdivision

The Administrative Subdivision includes those duties involving executive responsibility for the operation of the Municipal Railway as a whole and not merely the direction of a single function such as transportation.

(*)S 10. Manager, Municipal Railway—500-700

Subject to administrative approval, plans and directs the operations of the Municipal Railway; the acquisition and maintenance of plant and equipment; the service; the maintenance of proper costs, accounts, and records; and the development of policies to improve service or promote economy.

S 51-100—Training Subdivision

S 60. Instructor, Municipal Railway—225-275

Instructs motormen, conductors and bus operators in the performance of their duties; trains new inspectors; examines and qualifies such employees for assignment to regular duties.

S 101-150—Transportation Subdivision

This Subdivision includes only duties involving the operation of street cars and passenger busses and the supervision of such duties.

S 102. Conductor— ¶.75h

After a brief period of training, collects fares, issues transfers, directs passengers, calls stops, signals motormen, makes required routine operating reports, and secures and reports all necessary and obtainable information on accidents in which the car or its passengers are involved.

S 104. Motorman— ¶.75h

After a brief period of training, operates a street car in accordance with requirements of schedules, safety of passengers and public, and efficient use of equipment; on occasion, makes minor emergency repairs; and makes such reports as required.

S 106. Bus Operator— ¶.80h

After a brief period of training, operates a passenger bus in accordance with requirements of schedules, safety of passengers and public, and efficient use of equipment; on occasion makes minor emergency repairs; also collects fares, issues transfers, directs passengers, makes required routine operating reports; and reports all necessary and obtainable information on accidents in which the bus or its passengers are involved.

S 110. Junior Inspector, Municipal Railway— 165-175

Solicits passengers, receives fares, starts cars, gives information to public, and makes required reports; or receives and accounts for cash turned in by conductors and, as assigned when duties permit assists or relieves Inspectors acting as night dispatchers.

S 112. Inspector, Municipal Railway—180-200

Supervises the maintenance of schedules and service in an assigned district of a division, involving reporting unusual traffic conditions, checking and reporting failure to adhere to schedules and the reasons therefor, reporting cars needing repair and rerouting cars in emergencies; makes required reports; when assigned to duties as night dispatcher, dispatches cars from barns according to schedule and receives and checks operating reports; or as assigned, investigates and reports facts and evidence in connection with damage claims against the city and county, including locating and interviewing witnesses and physicians; investigates hospital reports and appears at trials as required; may occasionally be assigned to duty as Day Dispatcher.

S 120. Day Dispatcher— 190-210

Regularly dispatches cars from barns according to schedule, assigns platform men to relief or emergency runs, receives and checks routine operating reports, and maintains such records and reports as required.

S 124. Supervisor of Schedules— 200-225

Responsible for drafting time-tables; charts operating schedules; compiles statistical data on time and mileage factors; and periodically checks traffic and running time of all lines as a basis for improving runs or service.

S 128. Division Superintendent, Municipal Railway— 250-325

Directs and supervises the transportation service in a main division of the Municipal Railway, involving supervision of employees engaged in car and bus operation in the division and on incidental divisional clerical work, and supervision of the operation of rolling stock; or assists in supervising and directing the transportation service in a division with additional responsibility for service and operation of the entire system at night.

S 132. Superintendent of Transportation, Municipal Railway— 325-400

Directs the preparation of operating schedules and supervises the maintenance of such schedules in the transportation service of the entire Municipal Railway, involving supervision of the operation of rolling stock, and disciplinary control of employees engaged on car and bus operation.

Division T

WELFARE SERVICE

This Division includes duties requiring knowledge and experience in the handling of social problems such as juvenile and adult delinquency and probation, care of the feeble-minded, problems relating to truancy and indigents, care and custody of juvenile offenders, and other matters of similar character and involving the exercise of independent judgment in the performance of such duties.

(For minor duties connected with institutions but not requiring such qualifications, see Institutional Division; for social service requiring the training of a registered nurse, see Nursing Division; for the supervision of recreational activities, see Recreation Division.)

T 1-50—Juvenile Detention Subdivision

T 2. Male Attendant, Juvenile Detention Home— 135-155

Checks and accounts for older boys confined to the Juvenile Detention Home; supervises the care and recreation of boys; sees that boys are bathed and issued clean clothes; directs the serving of food to boys; is responsible for cleanliness of rooms or floor assigned.

T. 4. Woman Attendant, Juvenile Detention Home— 125-140

Performs the same duties as a Male Attendant but restricted to the care and custody of girls and small boys; or cares for infants kept at the Home, including the preparation of prescribed milk formulae and the feeding and bathing of infants.

T 10. Assistant Superintendent, Juvenile Detention Home— 150-175

Assists in supervising the operation of the Juvenile Detention Home; maintains statistical records and reports; is responsible for budget estimates, inventories, and expenditures; keeps time and payrolls of employees; has charge of purchasing and issuing of supplies; prepares menus and supervises kitchen; looks after physical care and health of inmates; requires the experience and training of a registered nurse.

(*)T 12. Superintendent, Juvenile Detention Home— 190-240

Under the supervision of the Chief Juvenile Probation Officer, is responsible for the care and custody of inmates of the Juvenile Detention Home; assigns duties to subordinates; checks the performance of these duties; inspects the building; plans recreation and other activities of inmates; and performs necessary clerical duties in connection therewith.

T 51-100—Probation Subdivision

This Subdivision includes both Juvenile and Adult Probation Officers of all grades.

T 56. Probation Officer— 180-210

Investigates social and economic conditions affecting juvenile or adult delinquency and makes reports thereon; or follows up, advises and directs probationers or wards of the juvenile court, or their parents, to see that the terms and conditions of probation are followed.

T 58. Probation Officer-Stenographer—180-210

Performs the duties of a Probation Officer, and in addition performs stenographic and incidental routine clerical duties.

T 60. Senior Probation Officer— 215-240

Directs the work of a group of Probation Officers; interviews delinquents and handles or advises in the handling of difficult or involved delinquency or probationary cases; presents reports and recommendations to the Court after these are approved by the Chief Probation Officer.

T 64. Referee, Juvenile Court— ‡

Hears evidence relating to female juvenile delinquency and outlines such evidence to the judge of the Juvenile Court with suggestions as to action to be taken; also approves or disapproves applications for renewal of minors' aid.

T 70. Chief Adult Probation Officer—250-325

Subject to administrative approval, directs the work of Probation Officers whose activities are concerned chiefly with adult delinquency; also is responsible for developing methods and policies to govern the administration of the Adult Probation Department.

(*)T 72. Chief Juvenile Probation Officer— 300-400

Subject to administrative approval, directs the work of Probation Officers whose activities are concerned chiefly with juvenile delinquency and the care of the feeble-minded and of minors; exercises general supervision over the Juvenile Detention Home; passes on the recommendations of subordinates in all juvenile delinquency cases; and develops methods and policies to govern the administration of juvenile probation and the disbursement of funds for maintenance of minors.

T 151-200—Social Service Investigation Subdivision

T 152. Junior Social Service Investigator— 150-175

Under close supervision, makes routine investigations requiring some knowledge of social conditions. For example:

(a) Investigate the social condition of applicants for state and county aid; or

(b) Investigate home conditions of children who are defective mentally or difficult to handle.

T 156. Social Service Investigator— 180-210

Under general supervision only, performs duties requiring a thorough knowledge of social conditions and the exercise of considerable independent judgment. For example:

(a) Investigate the needs and eligibility of applicants for state and county aid, verify such information, determine the amount of

Division U

WATER SERVICE

This Division includes duties requiring special knowledge and experience in the operation of the municipal water system.

U 1-50—Administrative Subdivision

The Administrative Subdivision includes those duties involving executive responsibility for the operation of the Water Department as a whole and not merely the direction of a single function.

(*) U 44. General Manager and Chief
Engineer— 1250

Subject to administrative approval, plans and directs the operation of the municipal water system, the acquisition of plant and equipment; service; the maintenance of cost accounts and records; and the development of policies to improve the service or promote economy; is executive head of the Water Service Bureau.

U 51-100—Water Sales Subdivision

This Subdivision includes only duties involving the supervision of water sales, accounts and collections.

U 51. Supervisor of Docks and
Shipping— 225-275

Supervises service of water on docks and to shipping; fixes monthly and trip rates; reads meters and keeps record of water deliveries; recommends claims for adjustment; directs the work of several assistants. aid needed, and work with relief agencies toward rehabilitation of indigents;

(b) Follow up and make recommendations concerning children maintained as State charges in institutions; or

(c) Assist in approval or disapproval of applications for admission to county institutions.

T 160. Senior Social Service
Investigator— 215-240

Directs the work of a group of Social Service Investigators and the clerical work incidental thereto; approves or disapproves applications for state and county aid or admission to county institutions; is responsible for collec-

tion of charges for maintenance where relatives are able to pay.

(*)T 162. Director of County Welfare Bureau— 250-300

Subject to administrative approval, is the executive head of the County Welfare Bureau; directs the work of social service workers, clerks, and others engaged in administering aid to dependent orphans and blind or aged persons.

U 52. Supervisor of Collections— 250-300

Supervises the work of collectors and other assistants dealing directly with collections; approves invoices of branch-bank collectors; adjusts cash complaints of consumers; prepares collection data for annual report.

U 56. Assistant Supervisor, Consumers Accounts— 250-300

Assists the supervisor of consumers' accounts in directing the work of meter readers, inspectors, bookkeepers, clerks, and others.

U 60. Supervisor of Consumers' Accounts— 275 350

Supervises the work of meter readers, inspectors, bookkeepers, clerks and others dealing with consumers' accounts; adjusts service complaints; prepares statistics for annual report.

U 80. Assistant Manager, Water Sales— 300 375

Investigates damage claims and specially referred complaints; rules on acceptance of exceptional service, where supply may be inadequate; assists the manager, and in his absence performs his duties.

U 88. Manager, Water Sales— 400-500

Supervises collections and accounts, coordinates the work of these branches; adjusts major complaints in the Water Sales Subdivision.

U 101-200—City Distribution Subdivision

This Subdivision includes the installation, operation, and maintenance of pipes, mains, pumps, reservoirs, purification systems, warehouses, and work shops within the city limits.

U 104. Leadman— 6d

Prepares and heats lead for pouring, and pours lead in the formation of joints in pipe;

does not require qualifications of journeyman plumber or other mechanic.

U 108. Compressor Operator, Portable— 7.50d

Operates portable air compressor for jack-hammers, tampers, and clay diggers used in digging and filling street trenches; directs the work of gun runners and laborers engaged with him on the job. Journeyman engineers' experience not required.

U 112. Pipe Calker— 7.50d

Yarns and calks lead and cement joints; repairs leaks and breaks in water mains; cuts in and makes connections; installs fire-hydrants.

U 114. Main Pipe Foreman— 175-200

Directs the work of a group of pipe calkers and laborers in laying mains, repairing breaks and leaks in mains, cutting in and making connections, installing fire hydrants.

U 116. Serviceman— 7.50d

Lays and connects service pipes with street main and meter; locates and repairs service leaks; repairs and relocates meters; cleans out choked service pipes; directs the work of one or two labor assistants

U 120. Gateman— 175-200

Operates gates of all city mains, except major supply lines and pumps; investigates complaints of broken fire hydrants; in emergencies, uses initiative in making temporary repairs or otherwise protecting property; flushes mains; attends second or more alarms of fire and gives water as directed by Fire Chief.

U 122. Shut-off Man— 160-180

Shuts off water supply of delinquents and those who move or discontinue service; collects delinquent bills and deposits for service; turns on water for new service; removes and replaces meters on complaint of insufficiency of supply.

U 123. Service Inspector— 175-190

Inspects services for location and size; makes inspections to determine the illegal use of water through lost services or unauthorized connections to the pipes of other consumers and recommends action thereon.

U 124. Special Complaint Inspector—180-200

Investigates complaints of inadequate water supply, unsanitary water, and objectionable

water disturbances and recommends the necessary corrective measures.

U 125. Hoseman, Ships and Docks— 160-190

Connects meter and hose to supply water to ships at docks; reads meters and reports same for change.

U 126. Meter Inspector— 160-180

Inspects and tests meters for high or low registration, on complaint of over-charge or defective meter; inspects water pipes and general meter service; checks readings of meter readers; is assigned to a certain district.

U 128. Chief Meter Inspector— 185-215

Assigns complaints to proper district meter inspector; directs and assists inspectors; investigates special cases.

U 130. Reservoir Keeper— 165

Patrols and is responsible for policing a reservoir; prevents trespassing and pollution of water supply; controls and regulates water gates; takes water readings and makes report; takes samples and applies chemicals for water treatment; may be required to ride horses and care for same, and operate a launch and automobile.

U 132. Contractor's and Builder's Inspector— 185-215

Inspects meters, service pipes and connections made by persons engaged in building construction and street contract work; locates proper mains and connections for same; checks up water used and makes charge; detects illegal usage of water from fire-hydrants and other open service.

U 136. General Foreman, Service and Meters— 250-300

Plans and directs the work of servicemen and laborers working simultaneously in different places; keeps record of all work performed, and time of men.

U 140. General Foreman, Main Pipes— 250-300

Under general direction of the Superintendent, has immediate supervision over construction, operation, and maintenance of main pipes of city distributing system; plans and assigns work for groups of gatemen, calkers, gun-runners, laborers, and others working simultaneously at different places. Keeps record of location of new pipes, gates, etc.

U 142. Assistant Superintendent,
City Distribution— 275-350

Assists the Superintendent in the administration work of the City Distribution Subdivision.

U 144. Superintendent City
Distribution— 400-500

Subject to administrative approval, directs all activities of the City Distribution Subdivision, which includes construction, operation and maintenance of all city water services, mains, pumping plants and reservoirs.

U 201-250—Outside City Limits Subdivision

U 206. Water Department Worker (x)6d.

Performs unskilled duties in connection with the construction, maintenance and operation of elements of a water works system involving working from cat-walks, scaffolding and flumes and requiring more than ordinary agility and ability to work at considerable heights; fights fire; patrols flumes, ditches and pipe lines, making incidental repairs, performing maintenance work, cutting and burning brush and preventing trespass; performs similar duties not separately classified.

U 212. Ranger— 150

Patrols and is responsible for policing a watershed or other Water Department lands; prevents trespassing and pollution of watershed and guards against and fights fire; may be required to ride horses and care for same and to drive an automobile. Work involves irregular and long hours and residence at site of watershed.

U 214. Pump Operator— 140

Operates an electric pump and purification plant; cares for plant and grounds; keeps record of electricity meter readings.

U 215. Head Pump Operator— 185

Performs the duties of a pump operator and in addition directs the upkeep and repair of the electric pumps; requires some knowledge of electricity and motors.

U 226. General Maintenance Foreman,
Alameda District— 200

Under general direction of the Superintendent, has immediate supervision over construction, operation, and maintenance of phone and power lines, pipes and pumps, reservoirs and

dams, fences and grounds; plans and directs the work of several work-gangs working simultaneously at different places.

**U 227. General Maintenance Foreman,
Peninsula District— 210**

Under general direction of the Superintendent, has immediate supervision over construction, operation, and maintenance of phone and power lines, pipes and pumps, reservoirs and dams, fences and grounds; plans and directs the work of several work-gangs working simultaneously at different places.

U 228. Meterman, Country— 160-180

Reads meters, collects and adjusts accounts; installs, replaces, repairs, and tests meters; shuts off and turns an service.

U 230. Maintenance Foreman— 200

Plans and directs the work of carpenters and laborers engaged in the maintenance and repair of flumes, pipes, trestles, roof trusses, fences, roads, bridges, and related work.

**U 231. Assistant Superintendent,
Alameda District— 175-200 (b)**

Assists the Superintendent of the Alameda District, and performs his duties during his absence.

**U 232. Superintendent, Alameda
District— 225-275 (b)**

Subject to administrative approval, directs all activities in the Alameda District, which includes construction, operation, and maintenance of water services, mains, flumes, tunnels, pumping plants, reservoirs, buildings, lands, and roads located in the Alameda District.

**U 236. Assistant Superintendent,
Peninsula District— 225-275 (b)**

Assists the Superintendent and performs his duties during his absence.

**U 246. Superintendent, Peninsula
District— 350-425 (b)**

Subject to administrative approval, directs all activities in the Peninsula District, which includes construction, operation and maintenance of water services, mains, flumes, tunnels, pumping plants, reservoirs, buildings, lands, and roads located in the Peninsula District.

(b) Means, receives in addition to above salary, house, water, fuel and light.

Division V

AGRICULTURE SERVICE

This Division includes duties requiring special knowledge and experience in the economic and sanitary use of watershed lands.

V 8. Sub-Foreman, Agriculture— 6.50d

Performs the duties of a farm laborer and directs the work of subordinate laborers.

V 20. Agricultural Assistant— 175-200

Advises share-tenants, and checks return from crops and storage of same.

V 30. Assistant Superintendent,
Agriculture— 210-250

Assists in the administration of agricultural activities, including the care of orchards and alfalfa crops, and the supervision of sheep camps.

V 40. Superintendent—Agriculture—(x) 250-300

Supervises all agricultural activities on city water lands, including the disposition of share crops, the collection of cash rentals, and the drawing up of leases to tenants.

FURTHER RESOLVED, That the "Resolution determining status of Civil Service Employees who were appointed from classes of the former classification and are now working under the new classification of duties" adopted by the Civil Service Commission on November 17, 1930, and as now or hereafter amended, is hereby made part of the above mentioned "Classifications of Duties and Positions."



